

***Ministry of Civil Service and
Administrative Reforms***

Electronic Attendance System

USER MANUAL

January 2011

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1.0 INTRODUCTION

The User acceptance document of ARMS – ATTENDANCE RECORD MANAGEMENT SYSTEM is based on the concept to have an acceptance from the user on the amicable access of the system and to enrich the user with knowledge on the functional aspects of the system.

2.0 SELECTION OF MENU OPTION & NAVIGATION

Being a Web based application the Menu Option & Navigation is as stated below

Menu can be selected by

- MOUSE CLICK

Navigation using MOUSE AND TAB KEY

To move between fields/blocks in a screen:

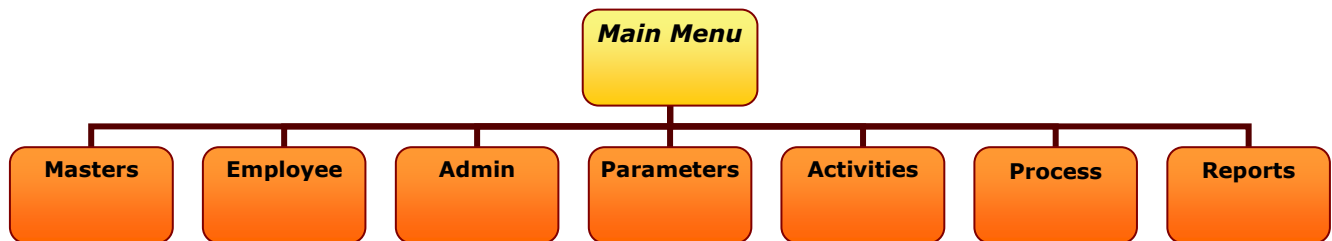
2.1.1 MOUSE: Normal Functioning of Mouse - Double Click left key of the mouse to open any menu (settings (left r right click) may differ based on the mouse settings of the user's System). Set the cursor on the field to be keyed in with data.

Moving the Cursor the Menu will display the sub menu in it, the detailed description of the Menu's and Sub Menu's is given below for user friendly access, clicking the mouse on the selected menu (or) submenu will lead to the concerned Module based on access permit set by the Administrator.

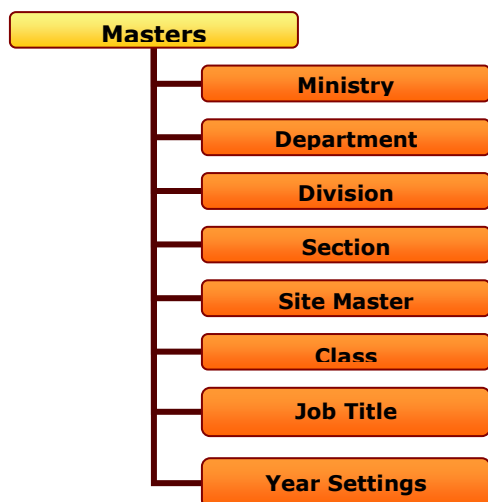
2.1.2 TAB KEY: HIGHLIGHTS / SET FOCUS ON THE FIELDS OF THE MODULE. PRESS <ENTER> KEY TO **SAVE** OR **CANCEL** THE CONCERNED PAGE.

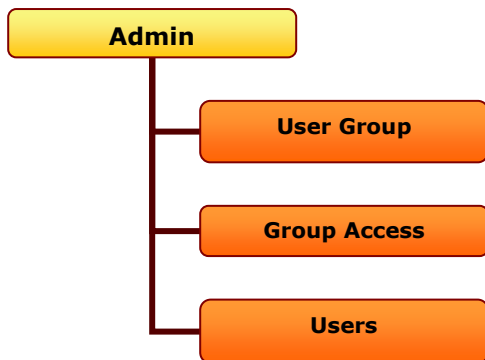
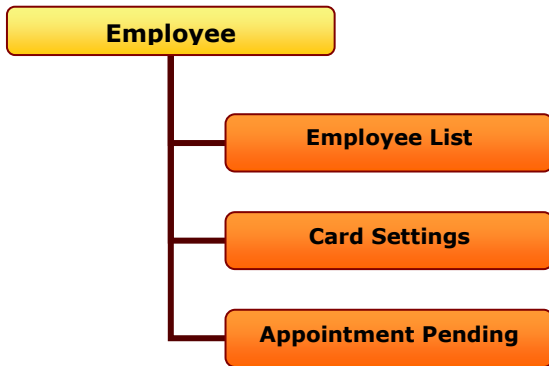
3.0 MENU & SUB MENU

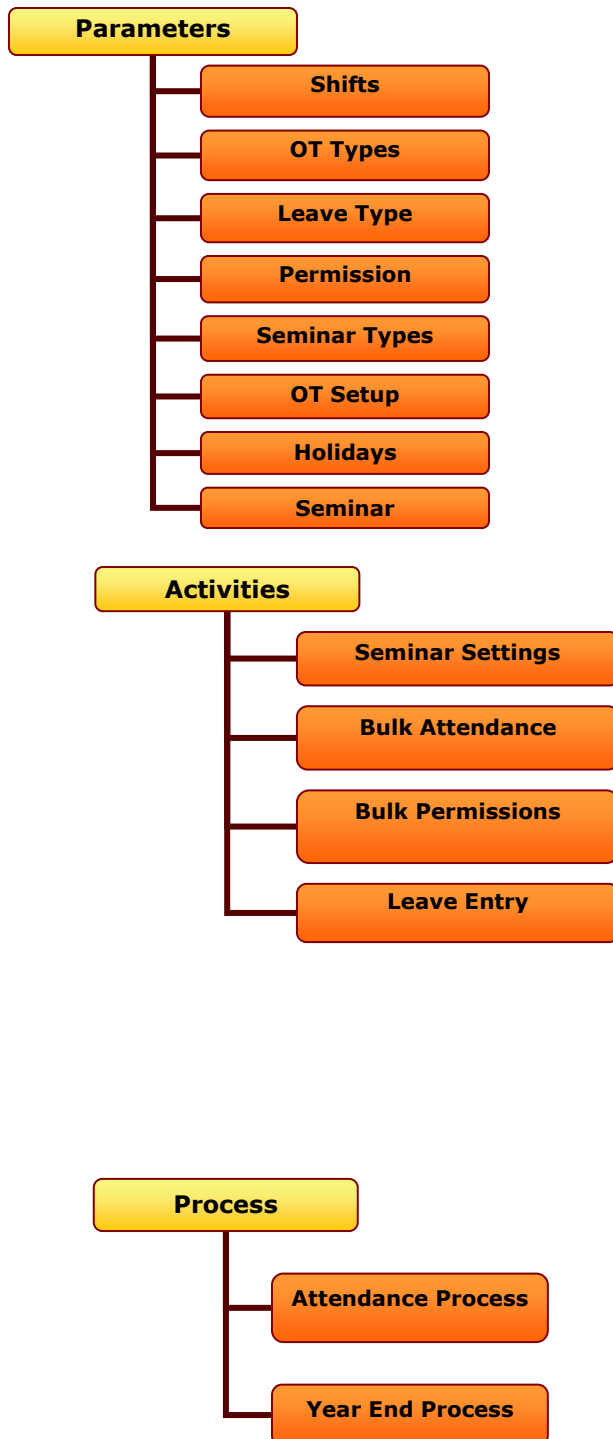
Main Menu Layout:



Sub Menu Layout:

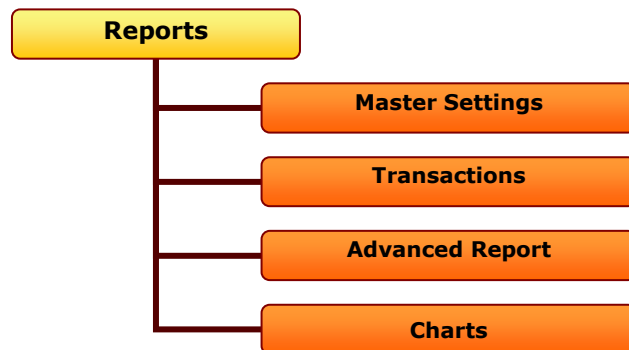




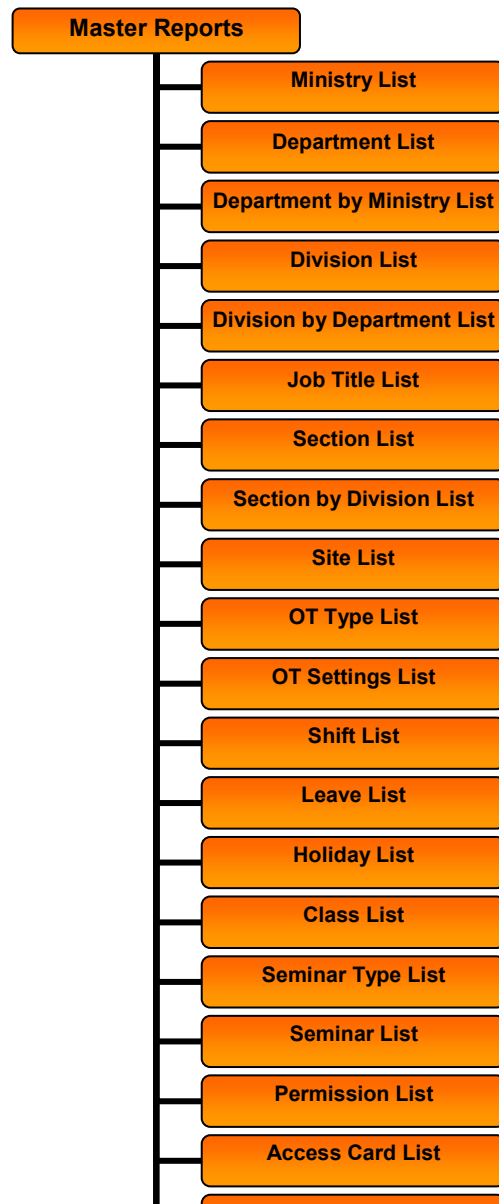


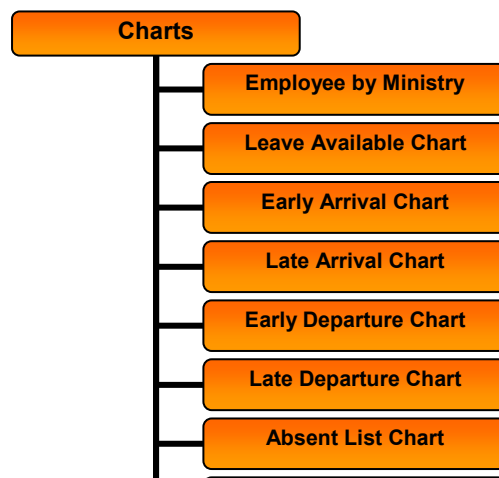
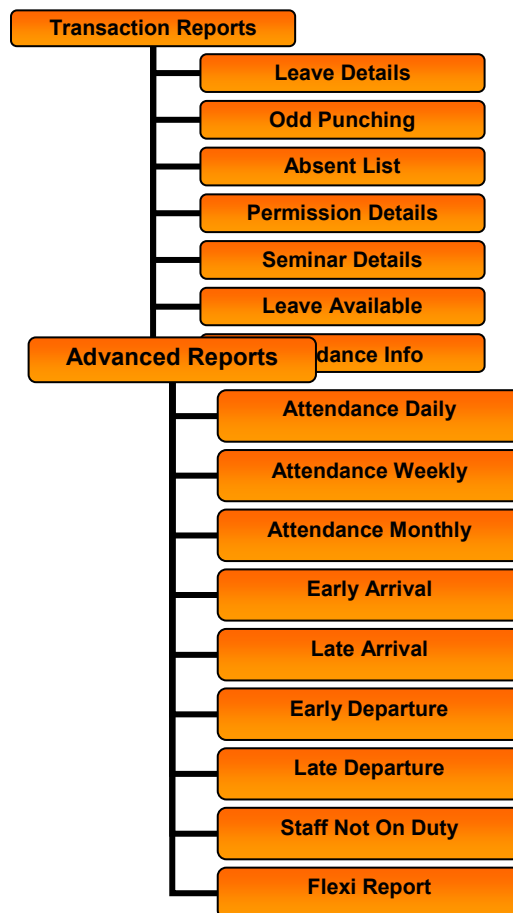
Reports: This window has Three Main Menu and Sub Menu's classified in it:

Main Menu:



Sub Menu:





3.0.1 USING SPECIAL KEYS – No SPECIAL KEYS

4.0 ENTERING & SAVING DATA

Every data being entered in the Module of the application is being Validated using formats, data type and based on Mandatory condition.

Format Validation: E.g. The date format entered has to be in “dd/mm/yyyy” which is displayed near the corresponding text fields of the module. On entering of incorrect format an error message is prompted to make the user aware of the incorrect format.

Data Type: Certain fields like time, date should be numeric on key-in of any other character other than numeric, it will prompt an error message.

Mandatory Condition: Mandatory Fields have been marked with “ * ” symbol, which will prompt an error message on user attempting to save the fed details either by failing to enter the data or by skipping the field without entering any data to it.

Every screen / module for creation of any new information is provided with a <save> and <cancel> button.

On clicking the save the following message box is displayed:



On clicking the <ok> button (by navigating the mouse on the <OK> button and double clicking it) will save the entered data / information and will lead the user to view the corresponding list page with the saved data.

5.0 MODES OF OPERATION

To Access all the Screens the user should have access permission/User-right set by the administrator for the corresponding login. If access is denied for any module, contact the administrator to confirm/check on the set access privileges.

NAVIGATION THROUGH MODULES (SCREEN WISE DESCRIPTION) FOLLOWS:



LOGIN PAGE

Objective: To login to the application

Login Screen:

This is the default screen the user views which has the Login ID and Password fields to key in to the System

Input:

Login ID: Text or alphanumeric “xxxx” e.g “admin” or “user1980 (the login id of the concerned user) and is **not** case-sensitive.

Password: Text or alphanumeric “xxxx” e.g “varunsaju1980” as provided to the user and is **case-sensitive**



Output:

- In case of invalid login id / password the screen is displayed beneath the “GO” Button:
- **“Please Enter the Correct Login ID / Password”**
- On providing the correct Login Id and Password the viewer / user is directed to the **Home page**



6.0 HOW TO OPERATE SEARCH EDIT & DELETE OPTION IN ALL LIST PAGE

SEARCH:

This option is available in the List pages of all the Modules wherever the information is listed. Search can be executed on all the available headers following the Edit image in the selected list page.

Show Search

Sl.No.	Delete	Edit	Ministry Name	Status
1.	X		AMMU MINISTRY	Active
2.	X		ASDAS	Active
3.	X		CSDf	Active
4.	X		FIRST MINISTRY	Inactive
5.	X		FOR AUDIT REPORT	Active
6.	X		HUMAR RESOURCES	Inactive
7.	X		MCSAR	Inactive
8.	X		MINISTRY FOR AUDIT REPORT	Active
9.	X		MINISTRY MINISTRY	Active
10.	X		MINISTRY OF IT	Inactive
11.	X		MINISTRY OF JUNE	Active
12.	X		MINISTRY OF JUNE ONE	Active
13.	X		MINISTRY OF MAINTANANCE	Inactive
14.	X		MINISTRY OF USER	Active
15.	X		MINISTRY OF CIVIL SERVICE	Inactive
16.	X		MOF	Inactive
17.	X		P P P P P P P P P P	Inactive
18.	X		SDFSDfSDFSDfSD	Active
19.	X		SOFTWARE ENGINEERING	Inactive
20.	X		SPORTS MINISTRY	Active

Next Last Page

Steps to Search/Input :

- Click the “Show Search” Icon
- Select the Header from the dropdown to search accordingly e.g Status, Ministry Name

Hide Search

Ministry Name = Search Clear

Ministry Name

Status

Sl.No.	Delete	Edit	Ministry Name	Status
2.	X		ASDAS	Active
3.	X		CSDf	Active
4.	X		FIRST MINISTRY	Inactive
5.	X		FOR AUDIT REPORT	Active
6.	X		HUMAR RESOURCES	Inactive
7.	X		MCSAR	Inactive
8.	X		MINISTRY FOR AUDIT REPORT	Active
9.	X		MINISTRY MINISTRY	Active
10.	X		MINISTRY OF IT	Inactive
11.	X		MINISTRY OF JUNE	Active
12.	X		MINISTRY OF JUNE ONE	Active

- Select the operator for search in the next dropdown list box

Hide Search

Ministry Name = Search Clear

Sl.No.	Delete	Edit	Ministry Name	Status
2 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	ASDAS	Active
3 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	CSDF	Active
4 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	FIRST MINISTRY	Inactive
5 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	FOR AUDIT REPORT	Active
6 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	HUMAR RESOURCES	Inactive
7 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	MCSAR	Inactive
8 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	MINISTRY FOR AUDIT REPORT	Active
9 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	MINISTRY MINISTRY	Active
10 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	MINISTRY OF IT	Inactive
11 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	MINISTRY OF JUNE	Active
12 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	MINISTRY OF JUNE ONE	Active

- Enter the text according to the Header and click "Search" , for e.g If u click Status then enter "YES" (or) "NO" in the text box, for "**Like**" Operator jus two letters of the word to be searched is enough where as "=" requires the full word

Hide Search

Ministry Name Like Search Clear

☒

Sl.No.	Delete	Edit	Ministry Name	Status
1 .	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	AGROHINISTION	Active

Output:

- The system will display the search result.

Hide Search

Ministry Name ▾ Like ▾ .AGRO Search Clear

Sl.No.	Delete	Edit	Ministry Name	Status
1 .	X		AGRO MINISTRY	Active

- If No relevant record found the following message is displayed:



Hide Search

Ministry Name ▾ = ▾ ar Search Clear

- To return to normal screen click hide search icon(refer pointed arrow)

EDIT:

Input:

1. To Edit any record Click the Edit icon of the Corresponding row of the record

Show Search

Sl.No.	Delete	Edit	Site Name	Clocker Machine No	Status
1 .	X		AIR MAURITIUS	123,124,125	Inactive
2 .	X		ATOM HOURSE	126,128,129,130	Active
3 .	X		CUREPIPE MAURI TEL	192,144	Active
4 .	X		FLIC N FLAC	169,073,875	Active
5 .	X		GRAND BAY TOWERS	434,436,438,439	Active
6 .	X		IT SITE NAME	156,125	Active
7 .	X		MATIN THOMAS	162,876,9012	Active
8 .	X		PORT LOUIS	123,245	Active
9 .	X		QUADRE BORNES	123,457	Active
10 .	X		SITE FOR USER	125	Active
11 .	X		SOMEWHERE'S	123,123,123	Active
12 .	X		TEST	34645756785685686796796796796797	Inactive
13 .	X		TEST SITE D	265,048	Active
14 .	X		USER SITE	163	Active
15 .	X		VV SITE	198,165,1689	Active

Show Search

Sl.No.	Delete	Edit	Section Name	Status
1 .	X		ACCOUNTS SEC DEPTS	Active
2 .	X		AMMU SECTION	Active
3 .	X		ANU	Active
4 .	X		ARAS	Inactive
5 .	X		CIVIL SECTION	Active
6 .	X		CLEANLYNESS	Active
7 .	X		CLEARING SECTIONS	Active
8 .	X		DF	Active
9 .	X		F	Active
10 .	X		FINSANCE SECTION HR NO DEPT DIV	Active
11 .	X		HEALTH SECTION	Active
12 .	X		NEW ANNA CREATED SECTION	Active
13 .	X		NEW SECTION ADDED	Active
14 .	X		NO SECTION FOR TODAY	Active
15 .	X		NO SECTION OF JUNE	Active

2. On Clicking the Edit Option it will be directed to the Page where the details of the record are available to edit

The fields marked with an Asterisk * are Mandatory

Section Name * ACCOUNTS SEC DEPTS

Description

Status ☒ Active

☐ AMMU MINISTRY

☐ ASDAS

☐ CSDF

☐ FOR AUDIT REPORT

☒ TRANSPORT

☐ TTT

☐ USER MINISTRY

☐ VVV

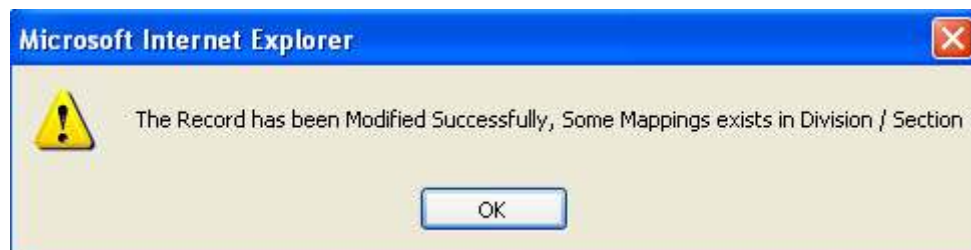
 **Save** **Cancel**

- Do the necessary amendments
- Click Save

Output:



- The above message box is displayed for all Modules.
- **On Editing an existing Division or Section** the following Message is displayed



- Click OK
- Returns to the list page

DELETE:

Input:

- Click the Delete icon



Sl.No.	Delete	Edit	Site Name	Cllocker Machine No	Status
1.	X		AIR MAURITIUS	123,124,125	Inactive
2.	X		ATOM HOURSE	126,128,129,130	Active
3.	X		CUREPIPE MAURI TEL	192,144	Active
4.	X		FLIC N FLAC	169,073,875	Active
5.	X		GRAND BAY TOWERS	434,436,438,439	Active
6.	X		IT SITE NAME	156,125	Active
7.	X		MATIN THOMAS	162,876,9012	Active
8.	X		PORT LOUIS	123,245	Active
9.	X		QUADRE BORNES	123,457	Active
10.	X		SITE FOR USER	125	Active
11.	X		SOMEWHERESES	123,123,123	Active
12.	X		TEST	34645756785685686796796796796797	Inactive
13.	X		TEST SITE D	265,048	Active
14.	X		USER SITE	163	Active
15.	X		VV SITE	198,165,1689	Active

- On Clicking the delete icon the below message is displayed:



- Click **OK** to delete or **cancel** to return to the page viewed.

Output:



- Returns to the list page after deletion of the concerned record
- Exceptional cases deletion is not possible for any entry which has reference to any other transaction record, system displays a relevant message on such case, if any.

OTHER COMMON FUNCTIONS

BROWSE BUTTON(BULK ATTENDANCE & BULK PERMISSION MODULES):

STEPS INVOLVED:

1. On Clicking the **Browse** the following pop-up Window is displayed:

The screenshot shows a search interface with two main sections:

- #1:** Search by filters. Includes dropdowns for Site, Ministry, Department, Division, and Unit / Section. A "Fetch" button is next to it.
- #2:** Search by National ID or Surname. Includes input fields for National ID and Surname, and a "Fetch" button.

Below the search options is a table of employees with checkboxes for selection:

Sl.No	Sl.No	NationalID	Surname	First Name	Maiden Name
1.	<input type="checkbox"/>	A125454544864V		DOW PONDY	
2.	<input type="checkbox"/>	B001122334455B	ABAY	SHARONE	
3.	<input type="checkbox"/>	N123456789012M	ARAS	ARAS	
4.	<input type="checkbox"/>	A125454544464V	ARAS	ARAS	ARAS
5.	<input type="checkbox"/>	S263554879542V	ARUN	VIJAY	KUMAR
6.	<input type="checkbox"/>	B123456789021A	AVANTIKA	BHUVANA	

At the bottom are "Add" and "Submit" buttons.

2. The Screen has two options to search the employees:

Option 1: “ #1 “ – Facilitates search with filters based on Ministry, Department, Division, Section and Site on clicking the adjacent “**FETCH**” button after selection.

Option 2: “ #2 “ – Facilitates search based on National ID (or) with just “2” letters of Surname of the employee on clicking the adjacent “**FETCH**” button after entering the Preferred details.

3. Click the Checkbox of the employee whose transaction/attendance to be entered / effected through the accessed module (Please refer the indicators in the picture).
4. Then Click the “**ADD**” Button and then the “**SUBMIT**” Button.
5. The Information of the selected employees will be carried to the accessed Module for the user to proceed.

BROWSE BUTTON(FOR OTHER MODULES):

STEPS 1,2 AND 5 REMAINS THE SAME.

- After Step 2 just move the mouse on the National ID of the employee as shown below and Click It which leads to step 5.

http://58.68.42.104 - ARMS : Employee(s) Search - Microsoft Internet Explorer

#1: Site --all-- Ministry --all--
Department --all-- Division --all--
Unit / Section --all--
Fetch
#2: National ID Surname
Number of Rows 32
Fetch

Sl.No	NationalID	Surname	First Name	Maiden Name
1.	A125454544864V		DOW PONDY	
2.	B001122334455B	ABAY	SHARONE	
3.	N123456789012M	ARAS	ARAS	
4.	A125454544464V	ARAS	ARAS	ARAS
5.	S263554879542V	ARUN	VIJAY	KUMAR
6.	B123456789021A	AVANTIKA	BHUVANA	

javascript:setClose('S263554879542V'); Internet

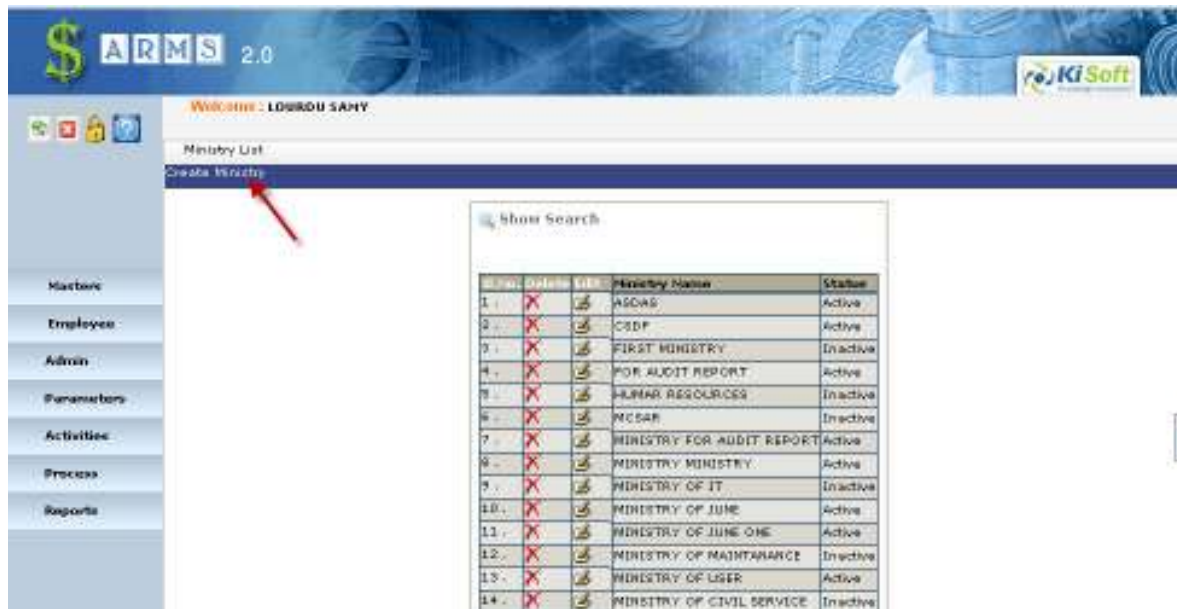
- The Information of the selected employees will be carried to the accessed Module for the user to proceed.

Module: Masters

Ministry:

Access Mode: **Master**----- > **Ministry**

Objective: To key in the Ministry Details.



To Create a New Ministry:

- Click the Create New Ministry link in the Ministry list page(refer the arrow indication)

List Ministries

The fields marked with an Asterisk * are Mandatories

Ministry Name *

Description

Status

Save Cancel

Input:

- Ministry Name: Text “XXXXX” e.g “Ministry of Finance”
- Description: Text “XXXXXXXXXXXXXXXXX” e.g “Deals with Financial Affairs of the Country”

The fields marked with an Asterisk * are Mandatory

Ministry Name *

Description

Status ☒ Active

The fields marked with an Asterisk * are Mandatory

Ministry Name *

Description

Status ☒ Active

- During any part of the process before saving to navigate to the list page click the **“List Ministries”** link (refer arrow indication) in the page.
- After entering the mandatory fields and others Click **“SAVE”**
- To cancel or to clear the entries Click **“CANCEL”**

Output:

- Displays the below message and returns to the list page



Department:

Access Mode: **Master-----> Department**

Objective: To key in the Department details pertaining to each Ministry.



On select and click of department in the menu the list page is displayed:

Create Department

Show Search

Sl No.	Delete	Edit	Department Name
1.	X		ACCOUNTS DEPARTMENT
2.	X		ADMIN DEPT
3.	X		ANNU DEPARTMENT
4.	X		ARAS TEST
5.	X		CARTER MAINTANANCE
6.	X		CBI
7.	X		DEPARTMENT OF USER
8.	X		DEPTREQ
9.	X		DEPTS
10.	X		DEPTSGROW
11.	X		FG
12.	X		FGFDH FIRST MINISTRY
13.	X		FIRST MINISTRY
14.	X		IT DEPARTMENT
15.	X		OFFICE MAINTANANCE
16.	X		P P P P P
17.	X		QUALITY ANALYST
18.	X		QUALITY CONTROL
19.	X		RECRUITMENT DEPARTMENT
20.	X		SAMPLE DEPTS

Next Last Page

****List pages with more than 20 records will display the “NEXT” and “LASTPAGE” icons which help to navigate to the next page/last page for viewing the records (refer arrow indication)**

To Create a New Department:

- Click the Create New Department link in the Department list page (refer arrow indication in the above picture)

The fields marked with an Asterisk * are Mandatory

Department Name * TEST DEPARTMENT

Description

S.No	Ministry	Available
1 .	ASDAS	<input checked="" type="checkbox"/>
2 .	CSDF	<input type="checkbox"/>
3 .	FIRST MINISTRY	<input type="checkbox"/>
4 .	FOR AUDIT REPORT	<input type="checkbox"/>
5 .	HUMAR RESOURCES	<input type="checkbox"/>
6 .	MCSAR	<input type="checkbox"/>
7 .	MINISTRY FOR AUDIT REPORT	<input type="checkbox"/>
8 .	MINISTRY MINISTRY	<input type="checkbox"/>

Save Cancel

- On Clicking “**CANCEL**” all the information of the page will be cleared
- On Clicking “**List Departments**” the application returns to the list page of Department Sub Module(refer arrow indication)

Input:

- Department Name: Text “XXXXX” e.g “Test Department”
- Description: Text “XXXXXXXXXXXXXXXXX”
- Select the Ministry by checking the checkbox of the concerned Ministry(refer arrow indication)
- Click “**Save**”, the following message is displayed

Output:



- On clicking “OK” the user is directed to the list page

Division:

Access Mode: **Master**-----> **Division**

Objective: To key in the existing Divisions in a Ministry and Department



- On Clicking Division the user is directed to the List page:

Division List				
Create Division				
Show Search				
Sl.No.	Delete	Edit	Division Name	Status
1.	X		AAAAAASSSSSS	Active
2.	X		AMMU DIVISION	Active
3.	X		ARAS	Active
4.	X		DEE DEE DEE DIVISION	Active
5.	X		DEEPA TEST DIV	Active
6.	X		DIVISION FOR USER	Active
7.	X		DIVISION OF CIVIL SERVICE	Active
8.	X		DIVISION OF JUNE	Active
9.	X		FAST TRACK DIVISION	Inactive
10.	X		IT DIVISION	Active
11.	X		MAINTANACE	Active
12.	X		RECRUITMENT DIVISION	Active
13.	X		SDSDSSDF	Active
14.	X		SPORTS DIVISION	Active
15.	X		SSSSSS	Active

To Create a Division:

- Click the “**Create Division**” in the Division list page(refer arrow indication)

Input:

- The user is directed to the below page:

The fields marked with an Asterisk * are Mandatory

Division Name * TEST DIVISION

Description

Status ☒ Active

☐ AMMU MINISTRY

☐ ADMIN DEPT

☒ AMMU DEPARTMENT

☐ FG

☐ SD

☐ ASDAS

☐ CSDF

☐ FIRST MINISTRY

☐ FOR AUDIT REPORT

☐ HUMAR RESOURCES

☐ MCSAR

☐ MINISTRY FOR AUDIT REPORT

☐ MINISTRY MINISTRY

- Division Name: Text “XXXXX” e.g “Test Division”
- Description: Text “XXXXXXXXXXXXXXXXX” e.g “Division for Road Maintenance”
- Select by Clicking the Department (or) Ministry which ever is the last in the hierarchy of the Ministry before the division. If Division falls under a Department of the Ministry select the department alone (refer indication in the above screen).
- If the Division falls under the Ministry directly without any department in between, select the ministry alone by clicking the checkbox adjacent to the Ministry name (refer below screen).

- If No Division exists then it is not necessary to create any division.

Output:

- Click “**Save**” which displays the below message



- On Clicking OK the information is saved and the user is directed to the list page
- On Clicking “**CANCEL**” all the information of the page will be cleared
- On Clicking “**List Division**” the application returns to the list page of Division Sub Module(refer arrow indication)

Section:

Access Mode: **Master**----- > **Section**

Objective: To key in the available Section details.



- On Clicking Section the user is directed to the list page of Section Sub Module

Section List

Create Section

Show Search

Sl.No.	Delete	Edit	Section Name	Status
1 .	X		ACCOUNTS SEC DEPTS	Active
2 .	X		AMMU SECTION	Active
3 .	X		ANU	Active
4 .	X		ARAS	Inactive
5 .	X		CIVIL SECTION	Active
6 .	X		CLEANLYNESS	Active
7 .	X		CLEARING SECTIONS	Active
8 .	X		DF	Active
9 .	X		F	Active
10 .	X		FINSANCE SECTION HR NO DEPT DIV	Active
11 .	X		HEALTH SECTION	Active
12 .	X		NEW ANNA CREATED SECTION	Active
13 .	X		NEW SECTION ADDED	Active
14 .	X		NO SECTION FOR TODAY	Active

To Create a Section:

- Click the Create Section in the Section list page (refer indication above)

The fields marked with an Asterisk * are Mandatory

Section Name *

Description

Status ☒ Active

☐ AMMU MINISTRY

☒ ADMIN DEPT

☐ AMMU DIVISION

☐ AMMU DEPARTMENT

☐ FG

☐ None

☐ SD

☐ ASDAS

☐ CSDF

☐ FIRST MINISTRY

☐ FOR AUDIT REPORT

Input:

- Section Name: Text "XXXXX" e.g "Test Section"
- Description: Text "XXXXXXXXXXXXXXXXX"
- Select the last link in the hierarchy of the section i.e. the division or the department or the Ministry of the Section which ever is applicable. For e.g if the section is linked to Admin Department of the concerned Ministry and not to any division though the ministry has division, just select the department by clicking the relevant checkbox. If it falls directly under that ministry only ministry name to be checked.

The fields marked with an Asterisk * are Mandatory

Section Name *

Description

Status ☒ Active

☐ AMMU MINISTRY

☐ ADMIN DEPT

☒ AMMU DIVISION

☐ AMMU DEPARTMENT

☐ FG

☐ None

☐ SD

☐ ASDAS

☐ CSDF

☐ FIRST MINISTRY

☐ FOR AUDIT REPORT

- If there is **NO section** under a Ministry create a section named “ **No Section for Ministry XXXX(name of the Ministry)**”.
- Without completing the creation of SECTION in this way the application will not fetch the expected results in other modules as these are master fields. Only Department and Division if does not exist can be left without being created.
- Click “**Save**” after completing the link as stated above. The following message is displayed



Output:

- On Clicking OK the information is saved and the user is directed to the list page
- On Clicking “**CANCEL**” all the information of the page will be cleared
- On Clicking “**List Section**” the application returns to the list page of Section Sub Module(refer indication below)

Site Master:

Access Mode: **Master**----- > **Site**

Objective: To key in the Site Details.

ARMS 2.0

Welcome: LOURDU SAMY

Site List

Create Site

Show Search

Sl.No.	Delete	Edit	Site Name	Clocker Machine No	Status
1.	X		AIR MAURITIUS	123,124,125	Inactive
2.	X		ATOM HOURSE	126,128,129,130	Active
3.	X		CUREPIPE MAURI TEL	192,144	Active
4.	X		FLIC N FLAC	169,073,875	Active
5.	X		GRAND BAY TOWERS	434,436,438,439	Active
6.	X		IT SITE NAME	156,125	Active
7.	X		MATIN THOMAS	162,876,9012	Active
8.	X		PORT LOUIS	123,245	Active
9.	X		QUADRE BORNES	123,457	Active
10.	X		SITE FOR USER	125	Active
11.	X		SOMEWHERE	123,123,123	Active
12.	X		TEST	34645756785685686796796796796797	Inactive
13.	X		TEST SITE D	265,048	Active
14.	X		USER SITE	163	Active
15.	X		VV SITE	198,165,1689	Active

- On Selecting the "Site Master" from the Menu the List page of site is displayed.

Site List

Create Site

Back Home to Previous Site

Show Search

Sl.No.	Delete	Edit	Site Name	Clocker Machine No	Status
1.	X		AIR MAURITIUS	123,124,125	Inactive
2.	X		ATOM HOURSE	126,128,129,130	Active
3.	X		CUREPIPE MAURI TEL	192,144	Active
4.	X		FLIC N FLAC	169,073,875	Active
5.	X		GRAND BAY TOWERS	434,436,438,439	Active
6.	X		IT SITE NAME	156,125	Active
7.	X		MATIN THOMAS	162,876,9012	Active
8.	X		PORT LOUIS	123,245	Active
9.	X		QUADRE BORNES	123,457	Active
10.	X		SITE FOR USER	125	Active
11.	X		SOMEWHERE	123,123,123	Active
12.	X		TEST	34645756785685686796796796796797	Inactive
13.	X		TEST SITE D	265,048	Active
14.	X		USER SITE	163	Active
15.	X		VV SITE	198,165,1689	Active

To Create a New Site:

- Click the Create Site in the Site list page (refer arrow indication)

The screenshot shows a web form titled 'List Sites'. On the left, a blue callout bubble points to a 'Create Site' link with the text 'Click to return to list page'. The form itself has a header that says 'The fields marked with an Asterisk are mandatory'. It contains the following fields: 'Site Name' (with an asterisk and a callout 'Site Name'), 'Location' (with a callout 'Location of the Site (if any)'), 'Clocker Machine No.(TCP IP)' (with an asterisk and the value '123,456,789'), and 'Description' (with a callout 'Description if any'). At the bottom, there is an 'Active' checkbox which is checked, and two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Save' button.

Input:

- Site Name: Text "XXXXX" e.g "Test Site"
- Location: Text "XXXXXXXXXXXXXXXXX" e. g "ATOM House building"
- Clocker Machine No: Numeric to be separated by comma",," for every machine number (Machine no. has only 3 digits)
- Description: Text" XXXXXXXXXXXXXXXXX"
- On Clicking "**CANCEL**" all the information of the page will be cleared
- On Clicking "**List Site**" the application returns to the list page of Site Master Sub Module(refer comment above)
- Click "**Save**" after completing the link as stated above. The following message is displayed

Output:



- On Clicking OK the information is saved and the user is directed to the list page

Class:

Access Mode: **Master**----- > **Class**

Objective: To Create/Edit/View the **Class/Classes**

- Select the Class from the Menu to view the list page as below:

The screenshot shows the ARMS 2.0 interface. The left sidebar contains a menu with the following items: Masters, Employ, Admin, Parame, Activiti, Process, and Reports. The 'Class' option under 'Masters' is highlighted. The main area displays the 'Class List' page. At the top, it says 'Welcome : LOURDU SAMY'. Below this, there is a 'Class List' section with a 'Create Class' button. A table titled 'Show Search' lists the following classes:

Sl.No.	Delete	Edit	Class Name	Status
1.	X		A GRADE	Active
2.	X		B CLASS	Active
3.	X		B. GRADE	Active
4.	X		E CLASS	Active
5.	X		IT CLASS	Active
6.	X		NEW CLASS	Active
7.	X		TEST CLASS D	Active
8.	X		TEXTILE CLASS	Inactive
9.	X		USER CLASS	Active

To Create a New Class:

- Click the “**Create Class**” in the Class list page (refer indication above) the below page is displayed:

List Class

Click to view the list page

The fields marked with an Asterisk * are mandatory

Class Name * TEST CLASS

Description

Active ☒ Active

Save Cancel

Input:

- Class Name: Text "XXXXX" e.g "Test Class"
- Description: Text "XXXXXXXXXXXXXXXXXX"
- On Clicking "**CANCEL**" all the information of the page will be cleared
- On Clicking "**List Class**" the application returns to the list page of Class- Sub Module(refer comment above)
- Click **SAVE** after the data is keyed in. The following message is displayed

Output:



- On Clicking OK the information is saved and the user is directed to the list page

Job Title:

Access Mode: **Master**----- > **Job Title**

Objective: To key in the available Job Titles.

- Select Job Title from the Menu to view the list page (refer indication below)

The screenshot shows the ARMS 2.0 interface. On the left, a sidebar menu has a 'Job Title' option highlighted under the 'Masters' section. A red arrow points to this option. In the main content area, there is a 'Job Title List' section with a 'Create Job Title' link, also indicated by a red arrow. Below this is a table with the following data:

Sl.No.	Delete	Edit	Job Title	Status
1.	X		ASSISTANT ENGINEER	Active
2.	X		ASSISTANT ENGINEER	Inactive
3.	X		DEACTIVATED JOB	Active
4.	X		IT ENGINEER	Active
5.	X		SCIENTIFIC OFFICER	Active
6.	X		SOFTWARE ENGINEER	Active
7.	X		SWEeper	Active
8.	X		TESTING JOB TITLE	Active
9.	X		TESTING TWO	Active
10.	X		TEXTILE ENGINEERING	Active
11.	X		TRAINER	Active
12.	X		USER JOBTITLE	Active

To Create a New Job Title:

- Click the “Create Job Title” link in the Job Title list page(refer indication above)

The screenshot shows the 'List Job Title' form. A callout bubble points to the 'Job title Name' field, which is marked with an asterisk (*). The form includes fields for 'Job Title', 'Description', and 'Status' (with a checked 'Active' checkbox). At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

Input:

- Job Title: Text “XXXXX” e.g “Executive Admin” (refer comment above)
- Description: Text “XXXXXXXXXXXXXXXXXX”
- On Clicking “**CANCEL**” all the information of the page will be cleared
- On Clicking “**List Job Title**” the application returns to the list page of Class- Sub Module(refer comment above)
- Click “**SAVE**” after the data is keyed in. The following message is displayed

Output:

- On Clicking OK the information is saved and the user is directed to the list page

Year Settings:

Access Mode: **Master**----- > **Year Settings**

Objective: To key in the Maximum Hours to be covered for Over Time Eligibility of the Financial/Accounting Year.

- Select the Year Settings in the Menu as displayed below and it will direct to the list page(refer indication below)

The screenshot displays the ARMS 2.0 software interface. On the left, a vertical menu lists various categories: Masters, Employ, Admin, Parame, Activiti, and Process. Under the 'Process' category, 'Year Settings' is highlighted, and a mouse cursor is pointing at it. A callout box above the 'Create Year' button in the top right corner says 'Click to Create Year'. The main content area shows a 'Year List' table with columns for 'Sl.No.', 'Edit', 'Attendance Year', and 'OT Limit (MM)'. The table contains data for years 2005 through 2013.

Sl.No.	Edit	Attendance Year	OT Limit (MM)
1 .		2005	2005
2 .		2006	6000
3 .		2007	2400
4 .		2008	2400
5 .		2009	2400
6 .		2010	2000
7 .		2011	2400
8 .		2012	1600
9 .		2013	1700

To Create a New - Year Setting:

- Click the **“Create Year”** in the Year list page (refer comment above), the user is directed to the below screen:

The screenshot shows a web form titled "List Years" with a dark blue header. Below the header, there is a light yellow box containing the form. At the top of the box, a text label reads "The fields marked with an Asterisk * are mandatory". The form has two input fields: "Year" with the value "2005" and "OT Time [Min] Per Week" with the value "2400". A range "Range 1500 to 7200" is displayed to the right of the second field. A red arrow points to the "Save" button. Two callout boxes are present: one on the left says "Click here to return to list page" with a link to the header, and one on the right says "Enter the Year" pointing to the Year input field.

Input:

- Year Title: Numeric e.g "2005" (Only current year of implementation of the system to be entered)(refer comment above).
- Enter the OT Limit (the maximum hours to be covered for OT Eligibility) in OT Time [Min] per Week – Hours in numeric format e.g "2400"
- On Clicking "**CANCEL**" all the information of the page will be cleared
- On Clicking "**List Years**" the application returns to the list page of Year Settings- Sub Module(refer comment above)
- Click "**SAVE**" after the data is keyed in. The following message is displayed

Output:



- On Clicking OK the information is saved and the user is directed to the list page

Module: EMPLOYEE

The Employee Module has the following Sub Modules:



Employee List:

Access Mode: **Employee----- > Employee List**

Objective: To store and have Quick view on details of Employees.

- On Clicking the Employee List menu the user is directed towards the Employee list page as shown below:

A screenshot of the 'Create Employee' form. At the top, there is a header bar labeled 'Create Employee'. Below it, there is a search filter section with a row of letters from A to Z and an 'All' button. Underneath, there are four dropdown menus for filtering: 'Site', 'Department', 'Unit / Section', 'Ministry', and 'Division'. Each dropdown menu currently shows '--all--'. To the right of these filters is a blue 'Fetch' button. Red arrows point to the 'Create Employee' header and the 'Fetch' button.

fig (1)

- Click the Fetch Button to view the list of all the employees as listed below:

Show Search

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

Site: --all-- Ministry: --all--

Department: --all-- Division: --all--

Unit / Section: --all--

Fetch

Sl.No.	Delete	Edit	National ID	Surname	First Name	Job Title	Region	Shift Name	Ministry Name	Site Name	Class Name
1.	X		A125454544464J		ARUN PONDY	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	MINISTRY OF IT	AIR MAURITIUS	B. GRADE
2.	X		A125454544864V		DOW PONDY	ASSISTANT ENGINEER		SATURDAY	AMMU MINISTRY	AIR MAURITIUS	A GRADE
3.	X		B001122334455B	ABAY	SHARONE	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	TRANSPORT	AIR MAURITIUS	A GRADE
4.	X		N123456789012M	ARAS	ARAS	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	HUMAR RESOURCES	AIR MAURITIUS	A GRADE
5.	X		A125454544464V	ARAS	ARAS	ASSISTANT ENGINEER	ARAS	MONDAY	HUMAR RESOURCES	AIR MAURITIUS	A GRADE
6.	X		S263554879542V	ARUN	VIJAY	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	AMMU MINISTRY	AIR MAURITIUS	A GRADE
7.	X		B123456789021A	AVANTIKA	BHUVANA	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	TEST MINISTRYD	TEST SITE D	TEST CLASS D
8.	X		M000000100000A		THIRUNAVUKKARASU THIRU	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	MINISTRY OF USER	AIR MAURITIUS	A GRADE
9.	X		M546456445645R	DEEPA	DEEPA	USER JOBTITLE	DSASFSD	MONDAY TO FRIDAY SHIFT	AMMU MINISTRY	USER SITE	USER CLASS

Next Last Page

- Employees can be selected using the search option (as detailed earlier in page no. 12-14).
- Employees can be select based on alphabets by following the below steps:
 - Select the first alphabet of the **employee's Surname** by clicking on the alphabet
 - Then Click the fetch button, it will display all the employees starting with the selected alphabet

Click the “**Create Employee**” link (refer indication in fig (1)) to navigate to the below page

To Create / Add New Employee:

List Employees 1

Main | Leaves 2

3

The fields marked with an Asterisk * are Mandatory

Not less than 14 Digits

National ID	*	<input type="text"/>
Sur name	*	<input type="text"/>
First Name	*	<input type="text"/>
Maiden Name		<input type="text"/>
Address		<input type="text"/>
Region		<input type="text"/>
Phone		<input type="text"/>
Mobile No		<input type="text"/>
Email Id		<input type="text"/>
Date of Birth	*	<input type="text"/>
		(DD/MM/YYYY)
Date of Joining Services	*	<input type="text"/>
		(DD/MM/YYYY)
Date of First Appointment		<input type="text"/>
		(DD/MM/YYYY)
Date of Confirmation		<input type="text"/>
		(DD/MM/YYYY)
Date Left		<input type="text"/>
		(DD/MM/YYYY)
Appointed Ministry	*	AMMU MINISTRY
Date Of Present Appointment		<input type="text"/>
Present Ministry	*	Select
Present Department	*	Select
Present Division	*	Select
Present Section	*	Select
Class		A GRADE
Job Title		ASSISTANT ENGINEER
Default Site		AIR MAURITIUS
Shift Type		CREATE SAMPLE TEST
		<input type="checkbox"/> OT Eligible
Authorized Personnel for Attendance(Click if "YES")		<input type="checkbox"/>
Sex		<input checked="" type="radio"/> Male <input type="radio"/> Female
Remarks		<input type="text"/>

Save Cancel

Input:

- To Navigate back to the List page click “**List Employees**” (refer indication above)
- National ID: Alphanumeric “XXXXXX” e.g “S587582157144N”
- Surname: Text “XXXXXXXXXXXXXXXXXX” e.g “Raghunathan”
- First Name: Text “XXXXXXXXXXXXXXXXXX” e.g “Sudha”
- Maiden Name: Text “XXXXXXXXXXXXXXXXXX” e.g “Sannassi”
- Address: Alphanumeric e.g “34 Laplace street”
- Region: Text “XXXX” ,”La Louis”
- Phone No. : Numeric, e.g 2345854
- Mobile No .: Numeric, e.g 9478562
- Email id: email format e.g testref@gmail.com
- Date of Birth = “DD/MM/YYYY”. The date can be selected from the calendar next to the box.
- Date Of Joining Services = “DD/MM/YYYY”. The date can be selected from the calendar next to the box.
- Date of First Appointment = “DD/MM/YYYY”. The date can be selected from the calendar next to the box.
- Date of Confirmation = “DD/MM/YYYY”. The date can be selected from the calendar next to the box.
- Date Left = “DD/MM/YYYY” (applicable only for left employees). The date can be selected from the calendar next to the box.
- ‘**Date Left**’ for the employee should be entered who will be no more working for the Organization, so that the employee name will not be displayed in the absent list.
- Appointed Ministry – To be selected from the provided dropdown.
- Date of Present Appointment = “DD/MM/YYYY”. The date can be selected from the calendar next to the box. (applicable for employee who have the appointed and present ministry as different ministries)
- Select the Present Ministry from the dropdown, the page will load the relevant departments.
- Select the Present department from the dropdown on selection the page will load the relevant divisions under the selected department else **NONE** if no department.
- Select the division of the employee or **NONE** if no division.

- Select the section of the employee or the **section created** to **indicate** that there is **no section** for the selected division or department or Ministry.(Please refer notes on creation of section stated earlier)
- Select the applicable Class, Job Title, Default site and Shift Type from the provided Dropdown list box list boxes.
- Click the Check boxes of OT eligible and Authorized Personnel for attendance, if the concerned employee is eligible for OT and if he/she is an authorized personnel to authorize attendance / leave through the application via Bulk-Attendance, Bulk-Permission, Leave Entry, Seminar Settings Modules.
- Select the Option for sex by clicking Male (or) Female
- Fill in the Remarks , if any, e.g Text "XXXXXXXXXXXXXXXXXXXXX"
- Click the "**Leaves**" link (refer arrow indication above) to navigate to the below page to set the leaves for the concerned employee based on his eligibility.

The fields marked with an Asterisk * are Mandatory

Leave Name: Select (dropdown menu open showing: Select, ARASU CREEATED LEAVE, SAMPLE S, VACATION)

Date Of Join: 01/05/2008

Date Of First Appointment:

Date Of Confirmation:

Sex: ☒ Male ☐ Female

Eligible Days:

Leave Taken: 0

Available Days:

Add Cancel

Edit	Delete	Leave Name	Eligible Days	Leave Taken	Available Days
		ARASU CREEATED LEAVE	30	0	30
		TESTING YEAR END PROCESS	10	0	10

- On Clicking "List Employees" link in the "Main" / "Leaves" page the user can return to the list page. If the user returns to the list page from the "Leaves" page the information will be saved and where as if he returns from the Main page before saving he will lose the entered information.

- Select the Leave Name to be availed to the employee from the dropdown (as indicated) from the list of leaves which the employee is eligible for. System by default loads the dropdown with the eligible leaves the user needs to just select the leave to assign and the form will be loaded with the relevant details as below:

The fields marked with an Asterisk * are Mandatory

Leave Name: SAMPLE S

Date Of Join: 02/04/2008

Date Of First Appointment:

Date Of Confirmation: 01/05/2008

Sex: ☒ Male ☐ Female

Eligible Days: 15

Leave Taken: 0

Available Days: 15

Buttons: Add, Cancel

Edit	Delete	Leave Name	Eligible Days	Leave Taken	Available Days
		ARASU CREEATED LEAVE	30	0	30
		TESTING YEAR END PROCESS	10	0	10

- After the system has loaded with the eligible days (these data are based on the values and parameters set while creating the Leave Type in the Parameters Module). The user can edit the eligible days, leave taken if any based on the previous records existing prior to the implementation of this application.
- On editing the eligible days and leave taken the system automatically calculates and displays the available days.
- Click **ADD** to add the selected leave to the grid as displayed above.
- System provides “**EDIT**” and “**DELETE**” option to enable the user to do edit and delete at any part of time during the above process of assigning a leave type to the concerned employee.
- On Clicking “**EDIT**”, the below screen is displayed:

Main | Leaves

The fields marked with an Asterisk * are Mandatory

Leave Name

Date Of Join 02/04/2008

Date Of First Appointment

Date Of Confirmation 01/05/2008

Sex ☒ Male ☐ Female

Eligible Days

Leave Taken

Available Days

Add **Cancel**

Edit	Delete	Leave Name	Eligible Days	Leave Taken	Available Days
		SAMPLE S	15	0	15
		ARASU CREEATED LEAVE	30	0	30
		TESTING YEAR END PROCESS	10	0	10

List Employees

Main | Leaves

The fields marked with an Asterisk * are Mandatory

Leave Name

Date Of Join 02/04/2008

Date Of First Appointment

Date Of Confirmation 01/05/2008

Sex ☒ Male ☐ Female

Eligible Days

Leave Taken

Available Days

Update **Cancel**

Edit	Delete	Leave Name	Eligible Days	Leave Taken	Available Days
		SAMPLE S	15	0	15
		ARASU CREEATED LEAVE	30	0	30
		TESTING YEAR END PROCESS	10	0	10

- On Clicking Edit the corresponding leave details is displayed as above
- Do the necessary changes and “UPDATE” it

List Employees

Main | Leaves

The fields marked with an Asterisk * are Mandatory

Leave Name: ARASU CREEATED LEAVE

Date Of Join: 02/04/2008

Date Of First Appointment:

Date Of Confirmation: 01/05/2008

Sex: ☒ Male ☐ Female

Eligible Days: 30

Leave Taken: 5

Available Days: 25

Update Cancel

Edit	Delete	Leave Name	Eligible Days	Leave Taken	Available Days
		SAMPLE S	15	0	15
		ARASU CREEATED LEAVE	30	0	30
		TESTING YEAR END PROCESS	10	0	10

- Click **MAIN** link to return to the Main page of the "Create Employee" sub module (refer fig(2) below)
- Click **SAVE**

Output:

- The below message is displayed




- Click **OK** and the screen will navigate to list page.

Net Employees :

Main | Leave

The fields marked with an Asterisk * are Mandatory

National ID	* AL25454544444J
Sur name	* THIRU
First Name	* ARUN PONDY
Maiden Name	SDPSDF
Address	
Region	
Phone	
Mobile No.	
Email Id	thirunavukkersu.na
Date of Birth	* 01/04/1975 (DD/MM/YYYY)
Date of Joining Services	* 02/04/2008 (DD/MM/YYYY)
Date of First Appointment	(DD/MM/YYYY)
Date of Confirmation	01/05/2009 (DD/MM/YYYY)
Date Left	(DD/MM/YYYY)
Appointed Ministry	* AIRPU MINISTRY
Date Of Present Appointment	(DD/MM/YYYY)
Present Ministry	* MINISTRY OF IT
Present Department	* None
Present Division	* None
Present Section	* TESTING
Class	B GRADE
Job Title	ASSISTANT ENGINEER
Default Site	AIR MAURITIUS
Shift Type	MORNING TO EVENING SHIFT
	<input type="checkbox"/> OT Eligible
Authorized Personnel for Attendance (Click if "YES")	<input checked="" type="checkbox"/>
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female
Remarks	

 **Save** **Cancel**

fig(2)

Card Settings:

Access Mode: **Employee**----- > **Card Settings**

Objective: To key in and view the Details of employee issued with access card and details pertaining to the card.

AccessCard List
Create Access Card

Site	--all--	Ministry	--all--
Department	--all--	Division	--all--
Unit / Section	--all--	National ID	

- On Clicking the “**FETCH**” button the list page will be displayed as below:

Create Access Card

Show Search

Site	--all--	Ministry	--all--
Department	--all--	Division	--all--
Unit / Section	--all--	National ID	

List Page

Sl.No.	Delete	Edit	NationalID	Surname	First Name	Card Number	IssuedDate	ValidUpto	Status
1.	X		S263554879542V	ARUN	VIJAY	123458	01/07/2008	22/07/2008	Inactive
2.	X		S263554879542V	ARUN	VIJAY	123457	07/07/2008	22/07/2008	Inactive
3.	X		B123456789021A	AVANTIKA	BHUVANA	123457	08/07/2008	15/07/2008	Active
4.	X		B123456789021A	AVANTIKA	BHUVANA	123456	01/05/2008	07/07/2008	Inactive
5.	X		A1542845256682	AGASTHY	SUJATHA	910099	02/07/2004	24/07/2050	Active
6.	X		S8575956545125	SIVAKADATCHAM	NIRMALAN	373280	01/07/1981	31/07/2050	Active
7.	X		N123456789012M	ARAS	ARAS	123456	01/07/2008	15/07/2008	Inactive

- An access card number can be assigned to another person by changing the **STATUS** of the existing person as inactive using the edit option
- Edit option allows only to change the status and the validity period and is restricted on user access.

To Create / Add New Access Card detail:

- Click the **“Create Access Card”** link in the Access Card List page (refer indication above)

The fields marked with an Asterisk * are Mandatory

National ID *

Card Number *

Date Joined Services

Active From * (DD/MM/YYYY)

Valid Upto * (DD/MM/YYYY)

Active ☐

Remarks

Previous Card Details

- On clicking the **“List Card”** link the user can navigate back to the list page (refer indication above)

Input:

National ID: Fetch by Clicking browse button (refer operation mode detailed in page 20 above)

Card Number: Six digit number e.g “123456” of access card provided to the employee

Active From: Date format DD/MM/YYYY (Card date of activation)

Valid Upto: Date format DD/MM/YYYY (Card Expiry Date)

Remarks: Text e.g “XXXX” Enter Remarks if any.

The system will display the previous card details, if any as below:

The fields marked with an Asterisk * are Mandatory

National ID *

Card Number *

Date Joined Services

Active From *

Valid Upto *

Active ☒

Remarks

Previous Card Details

S.No	Card Number	IssuedDate	Validity	Status
1 .	435345	01/01/2010	01/01/2011	Y

- Click **SAVE**
- The below message is displayed



- On Clicking **OK** the screen navigates to the List page.

- While creating the new access card number, if the user had entered the already existing Access card number, the following pop-up window will be displayed.



- On Clicking **OK** the screen navigates to the List page.

Clocking For Night Shift Employees:

When a Night Shift Employee clocks out, a Special Card should be used.

- At the time of Clocking In, only Access Card should be used.
- At the time of Clocking Out, first the Special Card and immediately the Access Card should be used.

Appointment Pending:

Access Mode: **Employee----- >Appointment Pending**

Objective: To Provide details on Employee's appointment status. (List of Employees who do not have the Date of Confirmation provided in the Employee details)

- On clicking the **FETCH** button the list is displayed as below:

Show Search

Site: --all-- Ministry: --all--

Department: --all-- Division: --all--

Unit / Section: --all-- National ID: **Browse**

Fetch

Sl.No.	Edit	National ID	Surname	First Name	Ministry Name	Date Of Join
1 .		J123456789012K	SURN NAME	FIRST NAME	AMMU MINISTRY	01/05/2008
2 .		D123456789012N	DEEPU	DEEPAN	MINISTRY OF IT	10/03/2007
3 .		B123456789021A	AVANTIKA	BHUVANA	TEST MINISTRYD	15/11/2006
4 .		B001122334455B	ABAY	SHARONE	TRANSPORT	15/07/2000

- On Clicking the edit image (refer indication above) the screen navigates to the below page:

Main | Leaves

The fields marked with an Asterisk * are Mandatory

National ID * J123456789012 **Browse**

Employee Name SURN NAME FIRST NAME

Ministry Name AMMU MINISTRY

Date Of Join 01/05/2008

Date Of Confirmation 

Save **Cancel**

Input:

- Date of Confirmation: Date format "DD/MM/YYYY". Date can be even selected by Clicking the calendar image adjacent to the text box.

- Then click “Leaves” refer indication above to navigate to the below page to assign leaves to the employees, this action will automatically save the date of confirmation to the employee details before navigating to the below page:
- Even if the user clicks the save page the application in the **MAIN** page without proceeding with the above step, still the application by itself navigates to the below page for assigning leaves that are applicable from Date Of Confirmation along with leave details of Current year being displayed as a table below for easy reference.

Main

The fields marked with an Asterisk * are Mandatory

Leave Name:

Sex: ☐ Male ☐ Female

Eligible Days:

Leave Taken:

Available Days:

	Leave Name	Eligible Days	Leave Taken	Available Days
	TOUR	10	0	10
	TESTING YEAR END PROCESS	10	0	10
	CASUAL LEAVE	12	2	10
	SICK LEAVE	12	0	12
	TOUR ONE	15	0	15
	INDUSTRY LEAVE	14	0	14
	SUMMER HOLIDAYS	12	0	12
	MEDICAL LEAVE	20	0	20

Main

The fields marked with an Asterisk * are Mandatory

Leave Name:

Sex:

Eligible Days:

Leave Taken:

Available Days:

	Leave Name	Eligible Days	Leave Taken	Available Days
	TOUR	10	0	10
	TESTING YEAR END PROCESS	10	0	10
	CASUAL LEAVE	12	2	10
	SICK LEAVE	13	0	13
	TOUR ONE	15	0	15
	INDUSTRY LEAVE	14	0	14
	SUMMER HOLIDAYS	12	0	12
	MEDICAL LEAVE	20	0	20

- Select the Leave Name from the dropdown list box
- Rest of the Procedures remain the same to “LEAVES” page of employee details entry page (refer page no. 42 – 44).

Output:

- On Clicking “**ADD**” after selecting a leave type and keying the values it prompts for a “**SAVE MESSAGE**” as below:



- On Clicking **Close** the below message is displayed and the screen navigates to the List page:



MODULE – ADMIN

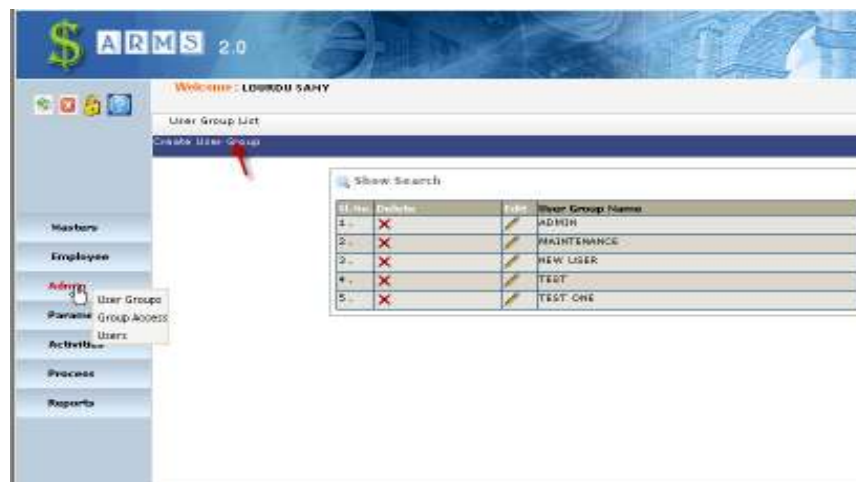
The Module has the following sub modules (refer indication below)



User Groups:

Access Mode: **Admin** ----- > **User Groups**

Objective: To view the list of user groups available and to create new user groups



To Create a User Group

- Click the “**Create User Group**” in the User Group List page (refer indication above)

List User Groups

The fields marked with an Asterisk * are Mandatory

Group Name* TEST GROUP

Description*

Save Cancel

- On Clicking “**List User Groups**” link (refer indication above) the user can navigate to the list page.

Input:

- **Group Name:** Text “XXXX” e.g “ Test group”
- **Description:** Text “XXXXXXXXXXXXXXXXXX”, if any.
- Click **SAVE**

Output:

- The below message is displayed to confirm the action :



- On Clicking **OK** the screen navigates to the list page

Group Access:

Access Mode: **Admin**----- > **Group Access**

Objective: To Manage the access of different user groups for accessing the application

Group Name: MAINTENANCE

Module Name: MAINTENANCE, NEW USER, TEST, TEST ONE

Module Name	Function Name	Allow View	Allow Add	Allow Edit	Allow Delete
Masters	Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Job title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Ministry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Year settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update

Input:

- Select **Group name** from the dropdown list box
- Select **Module Name** from the dropdown list box

Group Name: MAINTENANCE

Module Name: Masters, Employee, Admin, Parameters, Activities, Process, Reports

Module Name	Function Name	Allow View	Allow Add	Allow Edit	Allow Delete
Masters	Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Job title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Ministry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Year settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update

- Click the check box of “**Allow View**”, “**Allow Add**”, “**Allow Edit**”, “**Allow Delete**” based on the access to be provided for the corresponding function

Group Name

Module Name

Module Name	Function Name	Allow View	Allow Add	Allow Edit	Allow Delete
Masters	Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Job title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Ministry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masters	Year settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update

Records have been updated successfully

- Click the update button to apply the settings to the concerned user group.

Output:

- Click **UPDATE**
- Update message is displayed below the grid as displayed above(refer indication)
- The access needs to be for every module and its functions in order to have proper functioning in accordance to preferred user rights.

Users:

Access Mode: **Admin----- > Users**

Objective: To view the list of Users and details pertaining to user loginID, User group etc. It supports the administrator to manage and create different users under different user groups.

- On Clicking the **USERS** menu the screen navigates to the below page:

User List

Create User

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Site: --all--

Department: --all--

Unit / Section: --all--

Ministry: --all--

Division: --all--

Fetch

- On clicking the FETCH button (refer indication) the page is displayed with list as below:

Show Search

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Site: --all--

Department: --all--

Unit / Section: --all--

Ministry: --all--

Division: --all--

Fetch

Sl.No.	Delete	Edit	National ID	Surname	First Name	Login ID	Job Title	Shift Name	Ministry Name	Site Name	Class Name
1.	X		A125454544864V		DOW PONDY	DEePA	ASSISTANT ENGINEER	SATURDAY	AMMU MINISTRY	AIR MAURITIUS	A GRADE
2.	X		B001122334455B	ABAY	SHARONE	ABAYSHAR	ASSISTANT ENGINEER	MONDAY TO FRIDAY SHIFT	TRANSPORT	AIR MAURITIUS	A GRADE
3.	X		N123456789012M	ARAS	ARAS	USER	ASSISTANT ENGINEER	MONDAY TO FRIDAY SHIFT	HUMAR RESOURCES	AIR MAURITIUS	A GRADE
4.	X		S263554879542V	ARUN	VIJAY	DEEPA198	ASSISTANT ENGINEER	MONDAY TO FRIDAY SHIFT	AMMU MINISTRY	AIR MAURITIUS	A GRADE
6.	X		M546456445645R	DEEPA	DEEPA	DEEPASUNDAR	USER JOBTITLE	MONDAY TO FRIDAY SHIFT	AMMU MINISTRY	USER SITE	USER CLASS
7.	X		D123456789012N	DEEPU	DEEPAN	DEEP1982	ASSISTANT ENGINEER	MONDAY	MINISTRY OF IT	AIR MAURITIUS	A GRADE

To Create a User

- On Clicking the **“Create User”** the screen navigates to the below page:

User Entry

List Users

National ID

Browse

User Group

ADMIN

LoginId

Eg : john1980

Expiry Status

Never Expired

Password

Confirm Password

Days of Warning

Valid Upto

00/00/0000

(DD/MM/YYYY)

Site Access

All

Own

Ministry Access

All

Own

Department Access

All

Selected

Division Access

Unit/Section Access

All

Selected

ABRO MINISTRY

ASDAS

CSDF

FIRST MINISTRY

FOR AUDIT REPORT

HUMAR RESOURCES

MCSAR

MINISTRY FOR AUDIT REPORT

MINISTRY MINISTRY

MINISTRY OF IT

MINISTRY OF JUNE

MINISTRY OF JUNE ONE

MINISTRY OF MAINTANANCE

MINISTRY OF USER

MUNISITRY,QE CIVIL SERVICE

SOFTWARE ENGINEERING

SPORTS MINISTRY

TEST

TEST FOR REPORTS

TEST MINISTRYD

TESTING

TESTMI NISTRYD

TEXTILE MINISTRY

TODAY MINISTRY

TRANSPORT

TTT

USER MINISTRY


VVV

Save

Cancel

Input:

60

- National ID: Fetch by Clicking browse button (refer page no. 19 for operational details)
- User Group: Select from the drop down provided.
- LoginID : alphanumeric “XXXXXX” e.g “test1980”
- Expiry status: If Never expired is clicked then system will remove the Valid Upto and Days of Warning from being displayed. if not then days of warning (2 or 3) and Valid Upto (date) to be filled in as displayed.(refer indication above)
- Site Access: Select **All** or **Own** option based on the access to be provided.
- Ministry Access: Select **All** or **Selected** option based on the access to be provided
- Department Access: Select **All** or **Selected** option based on the access to be provided
- Division Access: Select **All** or **Selected** option based on the access to be provided
- Section Access: Select **All** or **Selected** option based on the access to be provided
- On Selection of the access as **All** or **Selected** the tree gets expanded to show the opted selection
- On clicking the  near the corresponding ministry the user can view the hierarchy view of the Ministry being expanded like Ministry – Department-Division-Section for quick and easy reference view.
- The user will be able to see the Ministries based only in accordance to his rights ***i.e the user can create another user only under his ministry provided he has been extended with rights to access the relevant modules and to view the details of the Ministries for which he has access to.***
- Password and Confirm Password: Alphanumeric, minimum of **6** characters is must and is **case sensitive**.
- Click **SAVE**

National ID * J012345678912 **Browse**

User Group * JAGADEESH ESHWAR

LoginId * TEST GROUP

Expiry Status Eg : john1980 ☒ Never Expired

Password *

Confirm Password *

Site Access ☒ All ☐ Own

Ministry Access ☐ All ☒ Own

Department Access ☐ All ☒ Selected

Division Access ☐ All ☒ Selected

Unit/Section Access ☐ All ☒ Selected

- ☒ MINISTRY OF IT
 - ☒ None
 - ☒ None
 - ☒ SAMPLE
 - ☒ TESTING
 - ☐ SPORTS DIVISION
 - ☒ ACCOUNTS DEPARTMENT
 - ☒ IT DIVISION
 - ☒ ANU
 - ☒ TEST DIV
 - ☒ SECTIONNEWONE

Save **Cancel**

Output:

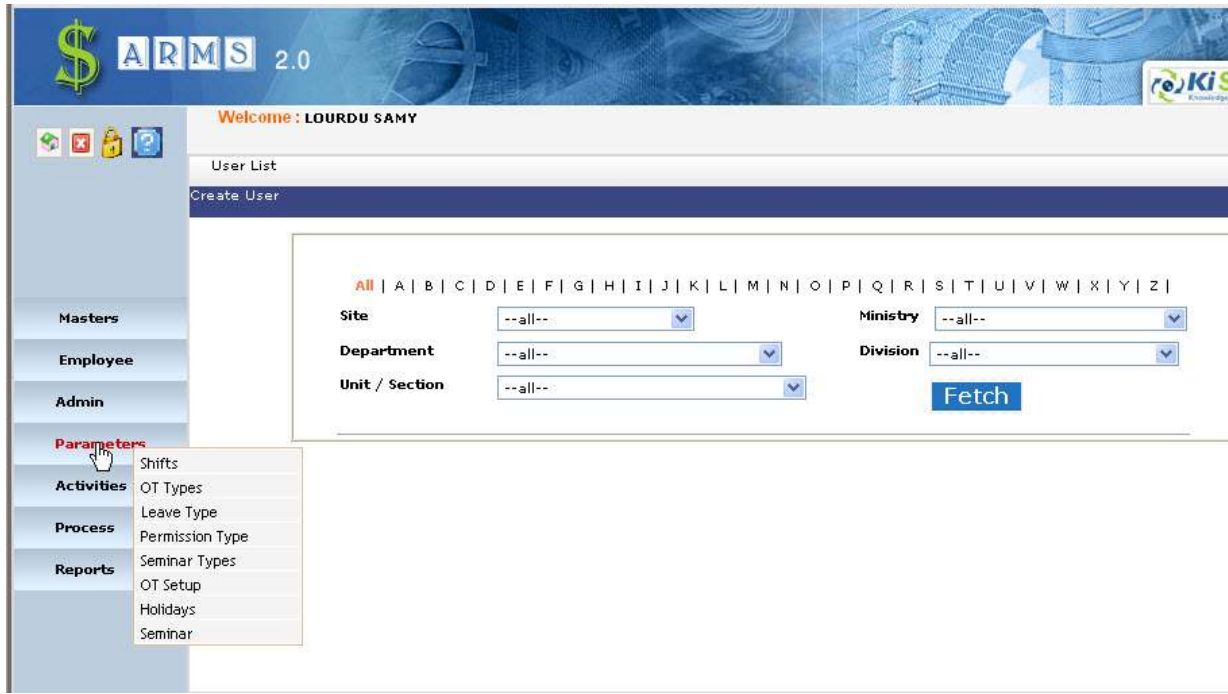
- The below message is displayed



- On Clicking **OK** the screen navigates to the list page.

MODULE – Parameters

- The Sub Modules are as follows:



Shifts:

Access Mode: **Parameters-----> Shifts**

Objective: To view the details of available shifts and to create new shifts

Shift List										
Create Shift										
Show Search										
Sl.No.	Delete	Edit	Shift Name	In Time	Out Time	Grace Time-In in Min	Grace Time-Out in Min	Status	Bank InMM	Bank OutMM
1.	X		ASDAS	07:00	12:00	0	0	Active	0	0
2.	X		CREATE SAMPLE TEST	09:00	19:00	0	0	Active	5	15
3.	X		DEEPA NOW	08:10	16:20	0	0	Active	15	0
4.	X		ERETRDSF	00:00	04:00	0	0	Active	0	0
5.	X		MONDAY	10:00	14:00	17	18	Inactive	15	16
6.	X		MONDAY TO FRIDAY SHIFT	08:45	16:00	5	5	Active	15	15
7.	X		SATURDAY	00:00	01:00	0	0	Active	0	0
8.	X		SHIFT FOR TWO OT	08:00	15:30	5	5	Active	15	30
9.	X		SUNDAY	12:00	15:00	54	45	Active	18	20
10.	X		TEST	06:00	10:00	0	0	Active	0	0
11.	X		TEST SHIFTSHIFT	07:00	15:00	0	0	Active	15	30

To Create a new Shift:

- Click the “**Create Shift**” in the Shift List page (refer arrow indication above), the screen navigates to the below page:



To return to list page click “**List Shifts**” (refer arrow indication above)

Input:

- Shift Name:** Text “XXXX” e.g “Monday to Friday shift” or “Shift one”
- Description:** Text “XXXXXXXXXXXXXXXXXXXXXXX” e.g “Shift for Officer’s Cadre”
- In Time:** Numeric Hours and Minutes (08:45)
- Out Time:** Numeric Hours and Minutes (16:00)
- Bank In MM:** If Banking is applicable for a particular category enter the minutes (e.g 15) to be banked during In Time of the Shift. If not enter “00”
- Bank Out MM:** If Banking is applicable for a particular category enter the minutes (e.g 30) to be banked during Out Time of the Shift. If not enter “00”
- Grace In Time:** Minutes
- Grace Out Time:** Minutes
- Click **SAVE**

Output:



- On Clicking **OK** the screen navigates to the shift list page

Flexi:

Access Mode: **Parameters-----> Flexi**

Objective: To view the details of available Flexi and to create new Flexi.

Flexi List

> Create Flexi

Show Search

Sl.No.	Delete	Edit	Shift Name	Ministry	Department	In Time	Core In	Break Time	Core Out	Out Time	Status	BankInMM	BankOutMM
1 .	X		ASDASD	MINISTRY OF COMMERCE AND COOPERATIVES		00:00	02:00	00:20	12:00	18:00	Active	0	0
2 .	X		BANK NO OT NIGHT	MINISTRY OF LABOUR	IED FOR MINISTRY OF LABOUR	18:00	20:00	00:45	23:00	28:00	Active	15	150
3 .	X		BANK OT NS	TOURISM		18:00	20:00	00:45	23:00	28:00	Active	15	150
4 .	X		BANKING AND OT	MINISTRY OF PERISHABLES METALS AND FERTILIZER	PERISH DEPT OF MIN OF PERISH MTL AND FERT	08:00	10:00	00:45	13:00	18:00	Active	15	150
5 .	X		BANKING N NO OT	PLAY FIVE	PLAY FIVE DEPT	07:00	10:00	00:45	13:00	18:00	Active	15	150
6 .	X		BANKING NO OT	MPI	TMRSU	08:00	10:00	00:45	13:00	18:00	Active	15	150
7 .	X		FLEX HAS NO BANK	MINISTRYS FOR TESTING	IED FOR MINISTRY OF LABOUR	00:00	02:00	00:21	12:00	18:00	Active	0	0
8 .	X		FLEXI BY THIRU TWENTY	MIN OF ICT	TECHNICAL DEPARTMENT FOR MIN OF ICT	09:17	11:14	00:30	20:90	22:18	Active	10	178
9 .	X		FLEXI HAS BANKING	MINISTRY OF COMMERCE AND COOPERATIVES	IED FOR MINISTRY OF LABOUR	08:45	10:48	00:46	13:25	18:35	Active	17	28
10 .	X		GENERAL NS	MARYGOLD	MARYGOLD DEPARTMENT FOR MARYGOLD	08:30	10:30	00:45	18:30	20:30	Active	15	30
11 .	X		JAGA NIGHT FLEXI	J MINISTRY	J DEPART	20:00	23:00	00:30	28:00	30:00	Active	15	30
12 .	X		JSDDASDASD	APPLE	APPLE ONE DEPT FOR APPLE	18:00	20:00	00:30	25:00	30:00	Active	15	30

To Create a new Flexi:

- Click the “**Create Flexi**” in the Flexi List page (refer arrow indication above), the screen navigates to the below page:

> List Flexi

The fields marked with an Asterisk * are Mandatory

Flexi Name: * FLEXI HAS BANKING

Ministry: * MINISTRY OF COMMERCE AND COOPERATIVES

Department: * IED FOR MINISTRY OF LABOUR

Description: FLEXI In Min of Commerce and Co operatives IED for min labour

Flexi In: 08:45 HH:MM

Core In: 10:48 HH:MM

Lunch Break MM: 46 MM

Core Out: 13:25 HH:MM

Flexi Out: 18:35 HH:MM

Required Time: 01:51 HH:MM

Bank In MM: 17 MM

BankOut MM: 28 MM

Grace In time: +/- 7 MM

Grace Out Time: +/- 8 MM

Morning Leave Duration: 111 MM

Evening Leave Duration: 222 MM

Status: ☒ Active

Save Cancel

To return to list page click “**List Flexi**” (refer arrow indication above)

Input:

- Flexi Name:** Text “XXXX” e.g “Monday to Friday shift” or “Shift one”.
- Ministry:** Select the appropriate Ministry.
- Department:** Select the appropriate Department.

- **Description:** Text “XXXXXXXXXXXXXXXXXXXXXXX” e.g “Shift for Officer’s Cadre”
- **Flexi In:** Numeric Hours and Minutes (00:00 format)
- **Core In:** Numeric Hours and Minutes (00:00 format)
- **Lunch Break mm:** Minutes
- **Core Out:** Numeric Hours and Minutes (00:00 format)
- **Flexi Out:** Numeric Hours and Minutes (00:00 format)
- **Required Time:** Numeric Hours and Minutes
- **Bank In mm:** Minutes
- **Bank Out mm:** Minutes
- **Grace In Time:** Minutes
- **Grace Out Time:** Minutes
- **Morning Leave Duration:** Minutes
- **Evening Leave Duration:** Minutes
- **Status:** Active / Inactive
- Click **SAVE**

Output:



On Clicking **OK** the screen navigates to the Flexi List Page.

OT Types:

Access Mode: **Parameters----- > OT Types**

Objective: To view the list of available OT Types and to create different OT types applicable for the employees.

Create OT Type

Show Search

Sl.No.	Delete	Edit	OT Type Name	Status
1 .	X		ASDASDASDASD	Active
2 .	X		NORMAL WORKING HOURS	Active
3 .	X		OT FIVE	Active
4 .	X		OT FOUR	Inactive
5 .	X		OT NORMAL	Active
6 .	X		OT ONE	Active
7 .	X		OT TEST	Inactive
8 .	X		OT THREE	Active
9 .	X		OT TWO	Active
10 .	X		TEST FOR TWO OTS	Active

To Create an OT Type:

- Click the “**Create OT Type**” in the OT Type list page to navigate to the below page to create a new OT Type:

List OT Types

The fields marked with an Asterisk * are Mandatory

OT Type Name * NORMAL WORKING HOURS

Description

Work Rate * 1.00

Status ☒ Active

Save Cancel

- At any part of the process before saving the page clicking “List OT Types” will navigate the screen to the List page without saving or storing the entered information.

Input:

- **OT Type name:** Text "XXXXXX" e.g "Single OT"
- **Description:** Text "XXXXXXXXXXXXXXXXXX" e.g paid at 1.5 hourly rate.
- **Work rate:** (Rate per hour) Decimal e.g "1.50"
- Normal Working Hours will also be created as an OT Type by default with work Rate 1.00.
If not created User should create following the above steps despite other OT types.
- Click **SAVE**

Output:

- The below message is displayed:



- On Clicking OK the screen navigates to the list page

Leave Type:

Access Mode: **Parameters----- > Leave Type**

Objective: To list the available leave types and to create new leave types based on the service level of the employee (Date of Joining, Date of First Appointment, Date of Confirmation).

Create Leave Type

Show Search

Sl.No.	Delete	Edit	Leave Type Name	Days	Sex Applicable	Date Applicable	Status
1 .	X		ARAS ARAS ARAS	22	Both	Date Of Joining	Inactive
2 .	X		ARASU CREEATED LEAVE	30	Both	DOC	Active
3 .	X		ARMS LEAVE TYPE	15	Both	Date Of Joining	Active
4 .	X		ARRRRRRRRRRRRRRRRRR	22	Both	Date Of Joining	Active
5 .	X		CASUAL LEAVE	12	Both	Date Of Joining	Inactive
6 .	X		FDG	20	Both	Date Of Joining	Active
7 .	X		FESTIVAL LEAVE	1	Both	Date Of Joining	Active
8 .	X		INDUSTTRY LEAVE	14	Both	Date Of Joining	Inactive
9 .	X		MATERNITY LEAVE	90	Female	DOC	Active
10 .	X		MEDICAL LEAVE	20	Both	Date Of Joining	Active
11 .	X		NEW LEAVE	16	Both	Date Of Joining	Active
12 .	X		OCCATION	12	Female	DOC	Active
13 .	X		SAMPLE S	15	Both	DOC	Inactive
14 .	X		SICK LEAVE	13	Both	Date Of Joining	Active
15 .	X		SUMMER HOLIDAYS	12	Both	Date Of Joining	Active
16 .	X		TEST	2	Both	Date Of Joining	Active
17 .	X		TEST FOR DUPLICATION	10	Both	Date Of Joining	Active
18 .	X		TEST FOR PAID LEAVE	1	Both	Date Of Joining	Active
19 .	X		TEST LEAVE	5	Both	Date Of Joining	Active
20 .	X		TEST LEAVE	90	Both	Date Of Joining	Active

Next ▶ Last Page ◀

To Create a New Leave Type:

- Click the **“Create Leave Type”** in the Leave Type list page to navigate to the below screen and create new leave types

List Leave Types

Main | Parameter

The fields marked with an Asterisk * are Mandatory

Leave Name *

Description

No. Of Days * Per Year

Applicable for

Male

Female

Both

Date Applicable

Date Of Joining

Date Of First Appointment

Date of Confirmation

Leave Mode

Calculate the Day DOJ

Through out The Year

Life Period

Max Leaves / Life Period

Week Ends

Include

Carry Forward Next Year

Yes

Paid Leave

Yes

Is Active Leave

Save Cancel

fig(3)

Input:

- On Clicking the link “**List Leave Types**” (refer indication above) the screen navigates to the list page.
- Page is displayed as two page links **MAIN** and **PARAMETER** (refer indication above)
- In the **MAIN** Page the following inputs are required:
 - Leave Name**: Text “XXXX” e.g “CASUAL LEAVE”
 - Description** - Multi-line text box “XXXXXXXXXXXXX” “Leave for casual purpose”
 - No. of Days** : Numeric (number of days applicable in a year.) e.g 12 or 15

4. Select the Option 'Male' (or) 'Female' (or) 'Both'. For e.g while creating Maternity leave the option Female needs to be selected.
5. **Date of Applicable:** Click the option (i.e the effective date). To indicate the system whether this leave can be assigned to an employee who has Date of Joining or Date of First Appointment or Date of Confirmation.(This helps in automatic display of relevant leave types to the employee in accordance to their informations like DOJ, DOFA, DOC provided in the employee entry page(refer leaves page of employee entry page in Employee Module).
6. **Leave Mode:** Click the Option as the case it would be applicable. For e.g if Life period option is chosen for Maternity Leave, then Max Leaves / Life period becomes editable and user has to mention the number of times it can be availed in the tenure of the employee as below:

Date Applicable	<input checked="" type="radio"/> Date Of Joining <input type="radio"/> Date Of First Appointment <input type="radio"/> Date of Confirmation
Leave Mode	<input type="radio"/> Calculate the Day DOJ <input type="radio"/> Through out The Year <input checked="" type="radio"/> Life Period
Max Leaves / Life Period	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">3</div>
Week Ends	<input type="checkbox"/> Include
Carry Forward Next Year	<input type="checkbox"/> Yes
Paid Leave	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Is Active Leave

7. For other leave types like Casual leave the option "**Through out the year**" can be selected.
8. **Week Ends:** Click the check box to include week ends in the calculation of this leave type when being availed by the employee.

9. **Carry Forward Next Year:** This option allows the leave types to be carried forwarded from one year to another year through “**Year End Process**” Module for all leaves despite the fact of carry forwarding the balance or not which is based on the values entered in the *****PARAMETERS** page.
10. **Paid Leave:** Click the check box to confirm whether the leave it is paid leave or unpaid leave.
- Click *** “**PARAMETERS**” link (refer indication in fig(3)), the screen navigates to the below page:

Leave Type Information

List Leave Types

Main | Parameter

The fields marked with an Asterisk * are Mandatory

Leave Name	*	CASUAL LEAVE
Start Year	*	0
End Year	*	5
No of Days Per Year	*	12
Leave Accumulation	*	0
Leave at a Time	*	12
Maximum Accumulation	*	12

Add Cancel

- Leave name:** Filled-in default by the application.
- Start Year:** Numeric Enter 0 (starts from the year based on the “**Date Applicable**” that had been given in the Main Page)
- End Year:** Numeric Enter 5 or till the year of service u need to set the parameter
- No. of Days per Year:** Numeric, number of day to be availed each year of the start year and end year duration.
- Leave Accumulation:** Accumulation per year during the period e.g 0-5 years if start year is “0” and end year is “5”

- **Leave at a Time:** Maximum leave the employee can avail at a time (per year eligible leave) at one stretch during one year.
- **Maximum Accumulation:** Maximum leave that can be accumulated during the specified period.
- Click **ADD**, the set parameter will be displayed in a grid as shown below:

The fields marked with an Asterisk * are Mandatory

Leave Name * CASUAL LEAVE

Start Year * 6

End Year * 100

No of Days Per Year * 12

Leave Accumulation * 0

Leave at a Time * 12

Maximum Accumulation * 12

Add Cancel

Edit	Delete	Start Year	End Year	No of days Per Year	Leave Accumulation
		0	5	12	0

- The Parameter can be set for different periods. But the user should ensure that the value for the next set of period starts from the consecutive number of the “**End year**” used to set the earlier parameter. For e.g if the user has set a parameter for **0-5** years initially then second parameter should start with start year as “**6**”.
- Click the “**MAIN**” to return to the Main page(fig(3)) and Click **SAVE**

Output:

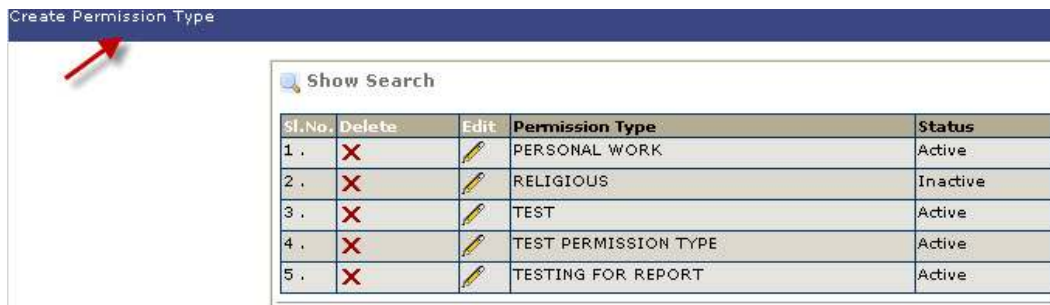


- On clicking **OK** the screen navigates to the list page.

Permission Types:

Access Mode: **Parameters----->Permission Types**

Objective: To View the List of available Permission Types and to Create New Permission Types.



Sl.No.	Delete	Edit	Permission Type	Status
1.	X		PERSONAL WORK	Active
2.	X		RELIGIOUS	Inactive
3.	X		TEST	Active
4.	X		TEST PERMISSION TYPE	Active
5.	X		TESTING FOR REPORT	Active

To Create a Permission Type:

Click “**Create Permission Type**” in the List page(refer indication above) and the screen navigates to the below page to create new permission type:



The fields marked with an Asterisk * are Mandatory

Permission Type * RELIGIOUS

Name

Description

Condition ☐ Unlimited

Per Year 2 Range 0 to 355

Max at a Time * 120 Range 15 to 240

Status ☒ Active

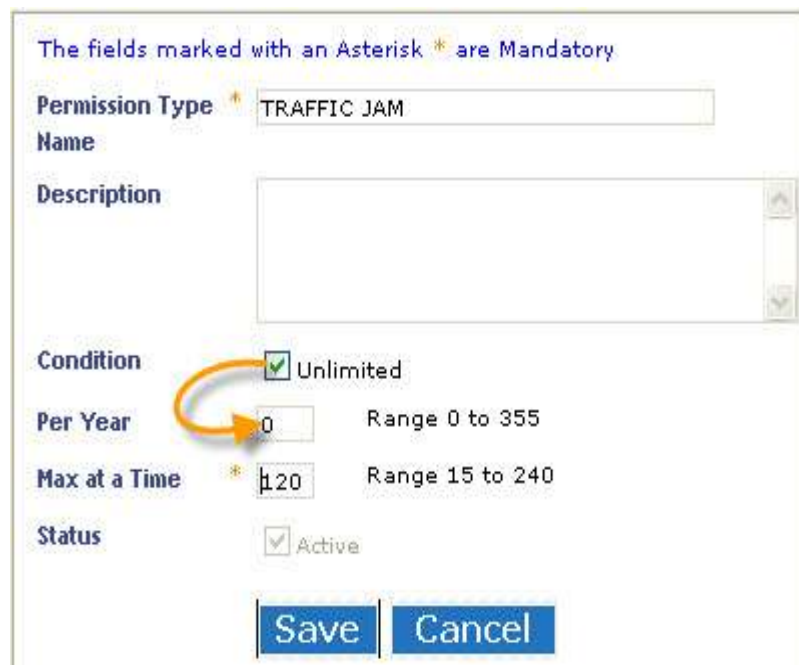
Save Cancel

fig (4)

- On Clicking “List Permission Types” (refer indication above) the user can return to the list page.

Input:

- **Permission Type Name:** Text “XXXXX”, “TIME ON & OFF PERMISSION”
- **Description:** Text “XXXXXXXXXXXXXXXXX”, if any.
- **Condition (option 1):** Check the Checkbox by Clicking it if the permission is not limited (refer indication below).
- **Per Year:** The above action by default sets the value as zero and it cannot be edited



The fields marked with an Asterisk * are Mandatory

Permission Type *

Name

Description

Condition ☒ Unlimited

Per Year Range 0 to 355

Max at a Time * Range 15 to 240

Status ☒ Active

Detailed description: This is a screenshot of a web-based form for configuring permissions. At the top, a message states 'The fields marked with an Asterisk * are Mandatory'. The form contains several fields: 'Permission Type *' with a text input containing 'TRAFFIC JAM'; 'Name' (empty); 'Description' (empty text area); 'Condition' with a checked checkbox and the label 'Unlimited'; 'Per Year' with a text input containing '0' and a range indicator 'Range 0 to 355'; 'Max at a Time *' with a text input containing '20' and a range indicator 'Range 15 to 240'; and 'Status' with a checked checkbox and the label 'Active'. At the bottom are 'Save' and 'Cancel' buttons. An orange arrow points from the 'Condition' checkbox to the 'Per Year' input field.

- **Max at a Time:** Numeric, enter the time frame in minutes within the range of 15 – 240 as specified in the screen.

- **Condition (option 2):** If Unlimited Option is Unchecked, this makes the “Per Year” textbox editable where it can be specified as number of times the permission can be availed in a year e.g 2 or 3, please refer the indication in below shot (This case can be considered for permissions like Religious Permission)

- After entering the relevant information as required, Click **SAVE**.

Output:

- The below message is displayed:

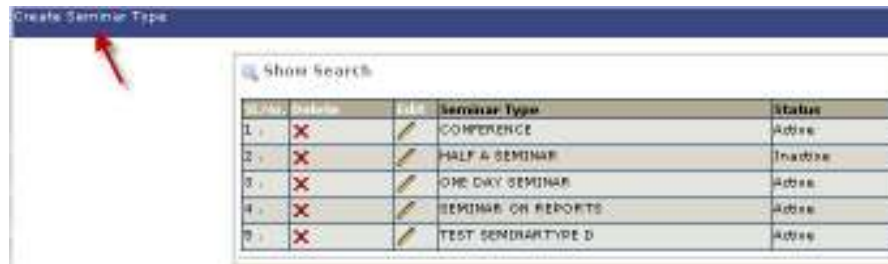


- On clicking OK the screen navigates to the list page

Seminar Type List:

Access Mode: **Parameters**-----> **Seminar Type List**.

Objective: To View the List of available Seminar Types and to Create New Seminar Type to categorize seminars under different groups.



S.No	Delete	Edit	Seminar Type	Status
1	X		CONFERENCE	Active
2	X		HALF A SEMINAR	Inactive
3	X		ONE DAY SEMINAR	Active
4	X		SEMINAR ON REPORTS	Active
5	X		TEST SEMINARTYPE D	Active

- Click “**Create Seminar Type**” link (as indicated above) to view the below page and create seminar type.

To Create a Seminar Type:



The fields marked with an Asterisk * are Mandatory

Seminar Type Name * TRAINING PROGRAMME

Description

Active: ☐

Save Cancel

Input:

- Seminar Type name:** Text “XXXXX” e.g “Training Programme”
- Description** (multi-line text box): Text “XXXXXXXXXXXXXXXXX” e.g Training sessions for the year 2007”
- Click **Save**

Output

- The below message is displayed



- On Clicking OK the screen navigates to the list page

OT Setup:

Access Mode: **Parameters----- > OT Setup**

Objective: To setup OT details for Shift & Flexi for all the Days.

Sl.No.	OT Type	Start Time (HH/MM)	First Session Out Time (HH/MM)	Second Session In Time (HH/MM)	End Time (HH/MM)	Break Time (MM)	Grace Time IN/OUT (MM)	Banking IN/OUT (MM)		
1.	NORMAL WORKING HOURS	01:00	00:00	00:00	03:00	0	5	0	2	4
2.	SINGLE OT	00:00	00:00	00:00	00:00	0	0	0	0	0
3.	DOUBLE OT	00:00	00:00	00:00	00:00	0	0	0	0	0

Select the appropriate button (eg. Shift / Flexi) and set the OT. (refer arrow indication above)

Input For Shift:

- Select the Shift Button.
- Select the day setting from the dropdown list.

Day Setting: Normal WeekDays

Fetch

Save Cancel

fig(5)

- Click the Fetch button the below screen will be displayed to enter the Normal Working Hours along with the First Session End time and Second Session Start Time and timings for OT Types created in **Module – OT Type**.

OT Setup

☒ Shift ☐ Flexi

Day Setting

Description

ASDASDGA

Fetch

Sl.No.	OT Type	Start Time (HH/MM)	First Session Out Time (HH/MM)	Second Session In Time (HH/MM)	End Time (HH/MM)	Break Time (MM)	Grace Time In/Out (MM)	Banking In/Out (MM)
1.	NORMAL WORKING HOURS	01:00	00:00	00:00	03:00	0	5 6	2 4
2.	SINGLE OT	00:00	00:00	00:00	00:00	0	0 0	0 0
3.	DOUBLE OT	00:00	00:00	00:00	00:00	0	0 0	0 0

Save Cancel

OT Type	Start Time (HH/MM)	First Session Out Time (HH/MM)	Second Session In Time (HH/MM)	End Time (HH/MM)	Break Time (MM)	Grace Time In/Out (MM)	Banking In/Out (MM)
TEST FOR TWO OTS	00:00	00:00	00:00	00:00	0	0 0	0 0
OT FIVE	00:00	00:00	00:00	00:00	0	0 0	0 0
ASDASDASDASD	00:00	00:00	00:00	00:00	0	0 0	0 0
OT NORMAL	00:00	00:00	00:00	00:00	0	0 0	0 0
NORMAL WORKING HOURS	00:00	00:00	00:00	00:00	0	0 0	0 0
OT ONE	00:00	00:00	00:00	00:00	0	0 0	0 0
OT THREE	00:00	00:00	00:00	00:00	0	0 0	0 0
OT TWO	00:00	00:00	00:00	00:00	0	0 0	0 0

- Only for **Normal Working Hours** the “**First Session Out Time**” and “**Second Session In Time**” will be open to enter the time in the format HH:MM (Hour : Minutes).
- For OT Types the Timings of only Start and End time to be entered in the format HH:MM (Hour: Minutes).
- **Break Time (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes.
- **Grace Time In / Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.
- Similarly **Banking In/Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.

- The HH:MM in headers indicates that the user should enter Hour and minutes in that box separated by colon.
- The MM in headers indicates that the user should enter only minutes in that box.
- Then Click **SAVE** every time after the details are entered for each day setting individually

Input For Flexi:

- Select the Flexi Button.
- Select the day setting from the dropdown list.
- Click the Fetch button and the below screen will be displayed to enter the Normal Working Hours along with the timings for OT Types created in **Module – OT Type**.

The screenshot shows the 'OT Setup' window. It has a 'Shift' button and a 'Flexi' button. Below them is a 'Day Setting' dropdown menu. To the right is a 'Fetch' button. Below the dropdown is a table with columns: S.No., OT Type, Start Time (HH/MM), Core In, Core Out, Break Time (MM), Grace Time IN/OUT (MM), Sailing IN/OUT (MM), and REQUIRED Time (HH/MM). The table has three rows: 1. NORMAL WORKING HOURS, 2. SINGLE OT, and 3. DOUBLE OT. The 'Flexi' button is highlighted in the dropdown menu.

S.No.	OT Type	Start Time (HH/MM)	Core In	Core Out	Break Time (MM)	Grace Time IN/OUT (MM)	Sailing IN/OUT (MM)	REQUIRED Time (HH/MM)
1.	NORMAL WORKING HOURS	00:00	10:00		0	0	15 30	06:45
2.	SINGLE OT	00:00	00:00		0	0	0 0	00:00
3.	DOUBLE OT	00:00	00:00		0	0	0 0	00:00

- Only for **Normal Working Hours** the “**Flexi Start Time**” and “**Flexi End Time**” will be open to enter the time in the format HH:MM (Hour : Minutes).
- The Core In and Core Out is the mandatory timings where the employee should be present in the office.
- **Core In** – the In time should be entered in the HH:MM format (Hour : Minutes).
- **Core Out** – the Out time should be entered in the HH:MM format (Hour : Minutes).
- For OT Types the Timings of only Start and End time to be entered in the format HH:MM (Hour: Minutes).
- **Break Time (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes.
- **Grace Time In / Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.

- Similarly **Banking In/Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.
- The HH:MM in headers indicates that the user should enter Hour and minutes in that box separated by colon.
- The MM in headers indicates that the user should enter only minutes in that box.
- Then Click **SAVE** every time after the details are entered for each day setting individually

This should be set for **each Shift/Flexi** with **each of the day setting should be mapped by setting up the OT details**, i.e for one Shift/Flexi 6 day settings to be selected and OT setup details need to be filled-in as indicated in fig (5).

Output:

- On Clicking **SAVE** the below message is displayed:



- Click **OK** to navigate to the home page.

Holiday List:

Access Mode: **Parameters----- > Holidays**

Objective: To view the List of available Holidays in a year and to create or add new holidays every Year

Create Holiday

Show Search

Year 2008

Sl.No.	Delete	Edit	Holiday Name	Date	Holiday Session
1 .	X		ASDAS	23/05/2008	First Session
2 .	X		DSFSD	02/04/2008	Full Day
3 .	X		GOVT HOLIDAY	01/05/2008	Full Day
4 .	X		HalfDay Test	10/06/2008	First Session
5 .	X		SATURDAY	14/05/2008	Second Session
6 .	X		SDFSD	25/06/2008	Full Day
7 .	X		TEST HOLIDAY	16/04/2008	Full Day
8 .	X		Test	22/04/2008	Second Session
9 .	X		XCSD	09/04/2008	First Session

- Click and Select the Year from the dropdown list to view the list of holidays in the selected year (refer indication above)
- Click “**Create Holiday**” to view the below page to create or add a holiday to the list.

List Holidays

The fields marked with an Asterisk * are Mandatory

Holiday Name *

Date *

Session *

☐ First Session
☐ Second Session
☒ FullDay

Save Cancel

Input:

- **Holiday name** : Text “XXXX” e.g “Deepavali”
- **Date**: Date format “DD/MM/YYYY”, can be selected on clicking the calendar image next to the textbox.

- **Session:** Select the option based on the session or Full day for a complete day to be taken as holiday.
- Click **SAVE**

Output:

- The below message is displayed to confirm the action:



- Click **OK** to navigate to the list page of Holiday

Seminar:

Access Mode: **Parameters----- > Seminar**

Objective: To view the List of available seminars and create seminars with schedule details.

Create Seminar

Show Search

Sl.No.	Delete	Edit	Seminar Name	Seminar Type	Start Date	End Date	OT Applicable	Status
1 .	X		AAAAAAAAA	CONFERENCE	02/04/2008	26/04/2008	Yes	Active
2 .	X		PUBLIC SEMINAR	CONFERENCE	15/05/2008	20/05/2008	No	Active
3 .	X		REPORTS	SEMINAR ON REPORTS	10/04/2008	20/04/2008	No	Active
4 .	X		SEMINAR ON SOCIAL WELFARE	ONE DAY SEMINAR	10/05/2008	20/05/2008	No	Active
5 .	X		SOCIAL WELFARE	CONFERENCE	10/05/2008	10/05/2008	No	Active
6 .	X		TEST SEMINAR EVENING	CONFERENCE	07/05/2008	07/05/2008	Yes	Active
7 .	X		TEST SEMINAR MORNING	CONFERENCE	01/05/2008	05/05/2008	Yes	Active
8 .	X		TESTSEMINAR	TEST SEMINARTYPE D	01/05/2008	07/05/2008	No	Active

- Click **“List Seminars”** to return to list page(refer indication below)
- On Clicking **“Create Seminar”** the below page is displayed to create new seminars with schedules.(refer indication above)

List Seminars

The fields marked with an asterisk * are Mandatories

Seminar Name: *

Seminar Type: CONFERENCE

Description:

Start Date: * (DD/MM/YYYY)

End Date: * (DD/MM/YYYY)

Start Time: * HH:MM

End Time: * HH:MM

OT Applicable: ☐ If Holidays

Active: ☒

Save Cancel

Input:

- Seminar Name** : Text “XXXXX” e.g Training on HR
- Select the seminar type from the dropdown list.

The fields marked with an Asterisk * are Mandatory

Seminar Name *

Seminar Type *

Description

Start Date *
 (DD/MM/YYYY)

End Date *
 (DD/MM/YYYY)

Start Time * HH:MM

End Time * HH:MM

OT Applicable ☐ if Holidays

Active ☒

- **Description** (Multi-line text box): Text "XXXXXXXXXXXXXXXX", if any.
- **Start Date**: Date format "DD/MM/YYYY" or can be selected from the calendar image next to the text box.
- **End Date**: Date format "DD/MM/YYYY" or can be selected from the calendar image next to the text box.
- **Start Time**: Numeric, Time format HH:MM
- **End Time**: Numeric, Time format HH:MM
- Click to check **OT applicable** for the seminar being created (if holidays fall in the schedule) to calculate OT for an employee when he has attended the seminar despite being holiday
- Click **SAVE**

Output:

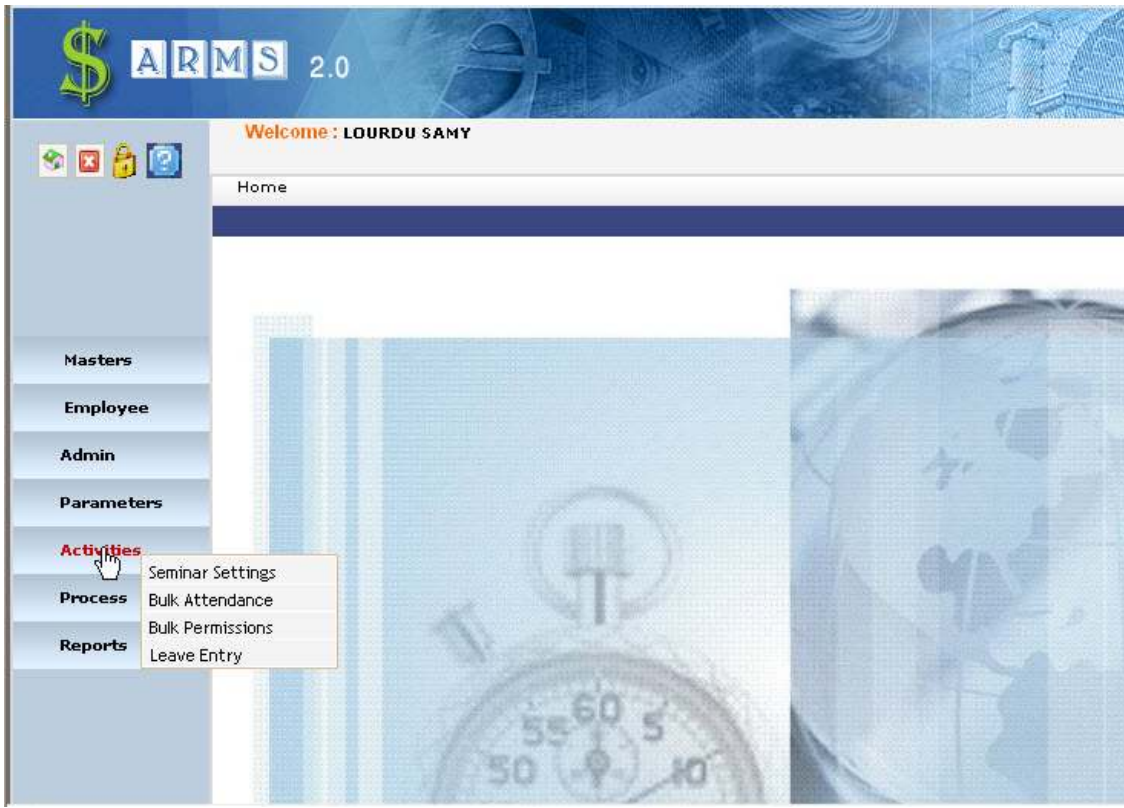
- The below message is displayed



- Click **OK** to navigate to the list page

Module - Activities

Menu of Activities Module:



Seminar Settings:

Access Mode: **Activities**----->**Seminar Settings**

Objective: To view and to create attendance details for a concerned Employee attending to a scheduled seminar

- On Clicking **FETCH** button the list is displayed in the list page with search icon.

Create Seminar Settings

Site	--all--	Ministry	--all--
Department	--all--	Division	--all--
Unit / Section	--all--	National ID	

Fetch Browse

Show Search

Site: --all-- Ministry: --all--

Department: --all-- Division: --all--

Unit / Section: --all-- National ID: Browse

Fetch

Sl.No.	Delete	Seminar Name	Surname	Employee	Start Date	End Date	Start Time	End Time	Week Ends	Public Holiday
1.	X	AAAAAAAAA	DAI DAI DAI DAI DAI	THIRUNAVUKKARASU THIRU	03/04/2008	25/04/2008	08:46	16:00	No	No
2.	X	REPORTS		DOW PONDY	10/04/2008	20/04/2008	08:46	16:00	No	No
3.	X	AAAAAAAAA	AVANTIKA	BHUVANA	10/04/2008	20/04/2008	08:46	16:00	No	No
4.	X	TESTSEMINARD	ARAS	ARAS	01/05/2008	07/05/2008	10:00	14:00	No	No
5.	X	TESTSEMINARD	DAI DAI DAI DAI DAI	THIRUNAVUKKARASU THIRU	01/05/2008	07/05/2008	10:00	14:00	No	No
6.	X	TESTSEMINARD	ABAY	SHARONE	01/05/2008	07/05/2008	10:00	14:00	No	No
7.	X	TESTSEMINARD		DOW PONDY	01/05/2008	07/05/2008	10:00	14:00	No	No
8.	X	TESTSEMINARD		DOW PONDY	07/05/2008	07/05/2008	10:00	14:00	No	No
9.	X	TESTSEMINARD	DAI DAI DAI DAI DAI	THIRUNAVUKKARASU THIRU	07/05/2008	07/05/2008	10:00	14:00	No	No
10.	X	PUBLIC SEMINAR		DOW PONDY	15/05/2008	20/05/2008	10:00	19:00	No	No
11.	X	PUBLIC SEMINAR	SAM	PLE	15/05/2008	20/05/2008	10:00	19:00	No	No
12.	X	PUBLIC SEMINAR	MATHI	VAANAN	15/05/2008	20/05/2008	10:00	19:00	No	No
13.	X	PUBLIC SEMINAR	RAJAN	DEEPA	15/05/2008	20/05/2008	10:00	19:00	No	No

- On Clicking "Create Seminar Settings" the screen navigates to the below screen to enter attendance for employee attending the seminars.

List Seminar Settings

The fields marked with an Asterisk * are Mandatory

Seminar * --Select--

From Date *

To Date *

National ID * Browse

Name

Start Time * HH:MM

End Time * HH:MM

WeekEnds ☐ Yes

Public Holiday ☐ Yes

Save

- Seminar: Select from the dropdown list

The fields marked with an Asterisk * are Mandatory

Seminar *	--Select--
From Date *	--Select--
To Date *	AAAAA
National ID *	PUBLIC SEMINAR
Name	REPORTS
	SEMINAR ON SOCIAL WELFARE
	SOCIAL WELFARE
	TEST SEMINAR EVENING
	TEST SEMINAR MORNING
	TESTSEMINAR
Start Time *	HH:MM
End Time *	HH:MM
WeekEnds	<input type="checkbox"/> Yes
Public Holiday	<input type="checkbox"/> Yes

[Save](#)

The fields marked with an Asterisk * are Mandatory

Seminar *	PUBLIC SEMINAR
From Date *	15/05/2008
To Date *	20/05/2008
National ID *	B12345678902
Name	AVANTIKA BHUVANA
Start Time *	10:00 HH:MM
End Time *	19:00 HH:MM
WeekEnds	<input type="checkbox"/> Yes
Public Holiday	<input type="checkbox"/> Yes

[Browse](#)

[Save](#)

- On selecting a Seminar the system fills in the seminar schedule (From Date, To Date, Start Time and End Time).

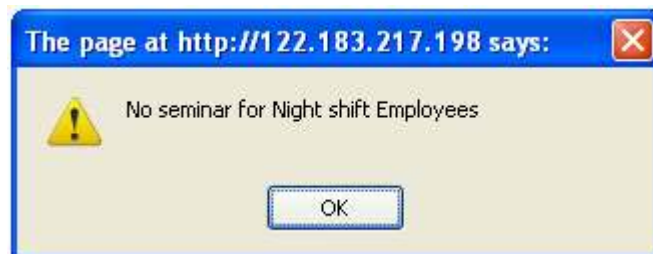
- The Second Text box of From Date and To Date (refer arrow indication) are editable and the user has to enter the period during which the employee has attended the seminar.
- Select the employee by clicking the browse button (refer page 21 of Manual)
- Even the Start Time and End Time too are editable and can be entered according to the actual presence of the employee.
- **Weekends:** To be checked by clicking for including weekends in the calculation of attendance of the concerned employee for OT, if any in the schedule.
- **Public Holiday:** Similar like above clause of weekends , to check during calculation for availability if any in the schedule.
- Click **SAVE**

Output:

- The below message is displayed confirming the performed action



- On clicking **OK** the screen navigates to the list page
- While trying to assign seminar to night shift employee the following pop up message will be displayed.



Seminar is not allowed for the Night Shift Employees.

Bulk Attendance (Manual Feeding of attendance):

Access Mode: **Activities**----- > **Bulk Attendance**

Objective: To feed the attendance details manually during emergency cases on secured option.

The fields marked with an Asterisk * are Mandatory

Worked Site	AIR MAURITIUS
Today's Date	08/07/2008
Date *	<input type="text"/>
Employees	<input type="button" value="Browse"/>
Authorised By *	----Select----
In Time / Single Entry *	<input type="text"/> HH:MM
Out Time *	<input type="text"/> HH:MM

Input:

- **Worked Site:** Select the Site of the employee(s) for keying in the Manual Attendance from the dropdown list.

The fields marked with an Asterisk * are Mandatory

Worked Site	AIR MAURITIUS	
Today's Date		
Date *		
Employees		
Authorised By *		
In Time / Single Entry *		
Out Time *		

Save

- **Today's Date** : The Current Date will be displayed in the text box.
- **Date**: Select the Date of Attendance from the calendar image next to the text box
- **In Time / Single Entry**: Enter the in time to be assigned as HH:MM
- **Out Time**: Enter the Out time to be assigned as HH:MM
- **Authorized by**: The user to select his / the name from the dropdown list (His name will be displayed in the list, if he is an authorized personnel for that site)
- **Employees**: For selecting the employee(s) click on the **Browse** and select as stated in page no. 18 of this manual. On Selecting the employee(s) the relevant informations pertaining to any existing clocks (or) permission (or) seminar availed and applied through the system will be displayed as below:

The fields marked with an Asterisk * are Mandatory

Worked Site: AIR MAURITIUS

Today's Date: 08/07/2008

Date: * 12/06/2008

Employees: Browse

Authorised By: * ARUN PONDY

In Time / Single Entry: * 08:45 HH:MM

Out Time: * 16:00 HH:MM

SetAll

Sl.No	National Id	Employee Name	Time In	Time Out	Shift In	Shift Out	Time From HH	Time To HH
1.	S263554879542V	ARUN VIJAY	00:00	00:00	08:45	16:00		
2.	B123456789021A	AVANTIKA BHUVANA	00:00	00:00	08:45	16:00		

Save

- When no records it will be displayed as 00:00(refer arrow indication) in the Time In and Time Out Columns of the Grid.
- Now Click “**SETALL**” it will assign the values to the grid as shown below(refer arrow indication):

The fields marked with an Asterisk * are Mandatory

Worked Site: AIR MAURITIUS

Today's Date: 08/07/2008

Date: * 12/06/2008

Employees: Browse

Authorised By: * ARUN PONDY

In Time / Single Entry: * 08:45 HH:MM

Out Time: * 16:00 HH:MM

SetAll

Sl.No	National Id	Employee Name	Time In	Time Out	Shift In	Shift Out	Time From HH	Time To HH
1 .	S263554879542V	ARUN VIJAY	00:00	00:00	08:45	16:00	08:45	16:00
2 .	B123456789021A	AVANTIKA BHUVANA	00:00	00:00	08:45	16:00	08:45	16:00

Save

- Click **SAVE**

The fields marked with an Asterisk * are Mandatory

Worked Site: AIR MAURITIUS

Today's Date: 08/07/2008

Date: * 12/06/2008

Employees: Browse

Authorised By: * ARUN PONDY

In Time / Single Entry: * 08:45 HH:MM

Out Time: * 13:00 HH:MM

SetAll

Sl.No	National Id	Employee Name	Time In	Time Out	Shift In	Shift Out	Time From HH	Time To HH
1 .	B123456789021A	AVANTIKA BHUVANA	08:45	16:00	08:45	16:00	08:45	13:00
2 .	S263554879542V	ARUN VIJAY	08:45	16:00	08:45	16:00	08:45	13:00

Save

- In case of Permission or seminar or Clocker data is available the values are displayed as above and on trying to manipulate it without notice will prompt the below message notifying the user that attendance is already available for the specified time frame:



- After entering proper data and on Clicking “**SAVE**” the output is as displayed



Output:

The below message is displayed to confirm the below action:



On Clicking **OK** the screen navigates across to list page.

Bulk Permission:

Access Mode: **Activities**----- > **Bulk Permission**

Objective: To assign Bulk Permission for an employee or group of employees.

The fields marked with an Asterisk * are Mandatory

Permission Type *

Date *

Max. Minutes Permission 0

Employees *

Authorised By *

In Time * HH:MM

Out Time * HH:MM

Input:

- **Permission Type:** Select from the dropdown list.
- **Date:** Date format “DD/MM/YYYY”, select the Permission date from the calendar image next to the text box.
- **Max. Minutes Permission:** On Selecting the Permission Type system automatically displays the default hours of permission (maximum minutes) could be availed for the selected Permission type(refer arrow indication above).
- Select the **Authorized By** from the Dropdown list.
- Set the In Time and Out Time in time format HH:MM
- Select the Employee(s) to be assigned by clicking the as stated in page no. 18 of this manual and the result will be as in fig(6).

The fields marked with an Asterisk * are Mandatory

Permission Type *

Date *

Max. Minutes Permission *

Employees *

Authorised By *

In Time * HH:MM

Out Time * HH:MM

Sl.No	National Id	Employee Name	Time In	Time Out	Shift In	Shift Out	Time From	Time To
1 .	B123456789021A	AVANTIKA BHUVANA	00:00	00:00	08:45	16:00	00:00	00:01
2 .	S263554879542V	ARUN VIJAY	00:00	00:00	08:45	16:00	00:00	00:01

fig (6)

The fields marked with an Asterisk * are Mandatory

Permission Type *

Date *

Max. Minutes Permission *

Employees *

Authorised By *

In Time * HH:MM

Out Time * HH:MM

Sl.No	National Id	Employee Name	Time In	Time Out	Shift In	Shift Out	Time From	Time To
1 .	B123456789021A	AVANTIKA BHUVANA	00:00	00:00	08:45	16:00	08:00	08:20
2 .	S263554879542V	ARUN VIJAY	00:00	00:00	08:45	16:00	08:00	08:20

fig (6.1)

- Click “**SETALL**”
- **Error Cases:**
 - (1) If Clock are any stored transaction (seminar) is available for that time the system displays the available info in **Time In** and **Time Out** column of the grid. Despite the information the user clicking the save option.
 - (2) Permission duration exceeding the Maximum Minutes set for the selected Permission Type.
- In both the above stated cases the below error message is displayed



Output:

- On Clicking **SAVE after** entering proper data as in fig (6.1) the below message is displayed:



- On Clicking **OK** the screen navigates to the Initial Screen

Permission Information

> List Permissions

The fields marked with an Asterisk * are Mandatory

Permission Type * HEAVY RAINFALL

Date * 02/11/2009

Max. Minutes Permission 60

Authorised By * GEETA

Employees * Browse

In Time * HH:MM

Out Time * HH:MM Set All

No Permission for Night shift Employee(s)

Save

- While trying to assign Permission to night shift employee the following message will be displayed.

No Permission for Night Shift Employees.

Leave Entry:

Access Mode: **Activities**----- > **Leave Type**

Objective: To key in employee leave details.

Create Leave

Site --all-- Ministry --all--

Department --all-- Division --all--

Unit / Section --all-- National ID

Browse

Fetch

On clicking **FETCH** button the screen displays as below:

Leave List

Create Leave

Show Search

Site: --a-- Ministry: --a--

Department: --a-- Division: --a--

Unit / Section: --a-- National ID: **Browse**

Fetch

Sl. No.	Status	Leave Type Name	Surname	First Name	From Date	To Date	Half Day	Approved
1	X	MEDICAL LEAVE	ABAY	SHARONE	26/05/2008	28/05/2008	N	Y
2	X	VACATION	ABAY	SHARONE	01/05/2008	20/05/2008	N	Y
3	X	CASUAL LEAVE	ABAY	SHARONE	07/04/2008	07/04/2008	Y	Y
4	X	MATERNITY LEAVE	AVANTIKA	BHARANA	12/05/2008	08/06/2008	N	Y
5	X	MATERNITY LEAVE	AVANTIKA	BHARANA	01/09/2008	17/11/2008	N	Y
6	X	MATERNITY LEAVE	AVANTIKA	BHARANA	06/03/2008	26/05/2008	N	Y
8	X	MATERNITY LEAVE	DEEPA	DEEPA	22/05/2008	22/05/2008	N	Y
9	X	MATERNITY LEAVE	DEEPA	DEEPA	01/05/2008	10/05/2008	N	Y
10	X	INDUSTRY LEAVE	DEEPA	DEEPA	20/05/2008	20/05/2008	N	Y
11	X	CASUAL LEAVE	DEEPI	DEEPAH	02/07/2008	02/07/2008	N	Y
12	X	SICK LEAVE	EDWIN	EDWIN JOHN	01/05/2008	05/05/2008	N	Y
13	X	SICK LEAVE	JAGADEESH	JAGADEESH	26/05/2008	26/05/2008	Y	Y
14	X	SICK LEAVE	JAGADEESH	JAGADEESH	26/05/2008	26/05/2008	Y	Y
15	X	FDG	JAGADEESH	ESHWAR	12/12/2006	12/12/2006	N	Y
16	X	CASUAL LEAVE	JAGADEESH	ESHWAR	22/02/2008	22/02/2008	Y	Y
17	X	CASUAL LEAVE	JAGADEESH	ESHWAR	19/06/2008	19/06/2008	Y	Y
18	X	CASUAL LEAVE	JAGADEESH	ESHWAR	19/06/2008	19/06/2008	Y	Y
19	X	CASUAL LEAVE	JAGADEESH	ESHWAR	27/06/2008	27/06/2008	Y	Y
20	X	CASUAL LEAVE	JAGADEESH	ESHWAR	25/07/2007	29/07/2007	N	Y

Next > Last Page >

Click on **“Create Leave”** to navigate to the below page to insert leave details of an employee:

Leave Entry

Leave List

The fields marked with an Asterisk * are Mandatory

National ID * B12345678902 [Browse](#)

Employee Name AVANTIKA BHUVANA

Years of Service 1.65 Years

Leave Type * CASUAL LEAVE

Max at a Time 12 Days

From Date * 02/07/2008

To Date * 02/07/2008

Half Day ☒

☒ First Session
☐ Second Session

Approved ☒

Leave Name	Eligible Days	Leave Taken	Available Leave
CASUAL LEAVE	12	0	12
INDUSTRY LEAVE	14	0	14
MATERNITY LEAVE	111	99	12
MEDICAL LEAVE	20	0	20
SICK LEAVE	13	0	13
SUMMER HOLIDAYS	4	0	4
TESTING YEAR END PROCESS	10	0	10
TOUR	10	0	10
TOUR ONE	30	0	30

[Save](#)

On Clicking “**Leave List**” the user can navigate to the list page.

Input:

- **National ID:** Select the employee by Clicking the browse (refer arrow indication above) and as stated in page no. 19 of this manual.
- **Employee Name:** Assigned automatically by the system on doing the above step for national id as indicated above. On Selecting the employee the grid displaying the available leave details is also displayed in the screen.
- **Years of Service:** Assigned automatically by the system on doing the step for national id as indicated above.
- **Leave Type:** Loaded based on the selected employee, select the leave type from the dropdown list to be applied for.
- **Max at a Time:** The maximum days the selected leave can be availed is automatically displayed on selection of leave type as indicated above.
- **From Date:** Select the start date of the applied leave by clicking the calendar image next to the text box.
- **To Date:** Select the End date of the applied leave by clicking the calendar image next to the text box.

- **Half a day:** Click if applied leave is half a day, If this is checked the options “**First Session**” and “**Second Session**” becomes visible to select.(refer indication below & above)

Leave Entry

Leave List

The fields marked with an Asterisk * are Mandatory

National ID * B12345678902 Browse

Employee Name AVANTIKA BHUVANA

Years of Service 1.65 Years

Leave Type * CASUAL LEAVE

Max at a Time 12 Days

From Date * 02/07/2008

To Date * 03/07/2008

Half Day  ☐

Approved ☒

Leave Name	Eligible Days	Leave Taken	Available Leave
CASUAL LEAVE	12	0	12
INDUSTRY LEAVE	14	0	14
MATERNITY LEAVE	111	99	12
MEDICAL LEAVE	20	0	20
SICK LEAVE	13	0	13
SUMMER HOLIDAYS	4	0	4
TESTING YEAR END PROCESS	10	0	10
TOUR	10	0	10
TOUR ONE	30	0	30

Save

- After entering the proper details Click **SAVE**

Output:

- The below screen is displayed confirming the action:



- On Clicking **OK** the screen navigates to the list page.
- As the leave type is selected for any employee, the parameters for that particular leave will be displayed as shown below.

Years of Service **8.79 Years**

Leave Type * CASUAL LEAVE FOR DOFA

Max Leave **11 Days**

Day(s) at a Time

From Date * 

To Date * 

Half Day ☐

Approved ☒

Leave Available List

Leave Name	Eligible Days	Leave Taken	Available Leave
ARAS ARAS ARAS	0	0	0
ARRRRRRRRRRRRRRRRRR	22	0	22
CASUAL	11	0	11
CASUAL LEAVE	0	0	0
CASUAL LEAVE FOR DATE OF JOINING	11	0	11
CASUAL LEAVE FOR DOFA	11	11.50	-0.50
CASUAL LEAVE FOR DOJ	14	0	14
INDUSTRY LEAVE	9	0	9
INJURY LEAVE	12	0	12
PATERNITY LEAVE	12	0	12
SUMMER HOLIDAYS	9	13	-4
TEST FOR DUPLICATION	10	0	10
TEST LEAVE	90	0	90
TOUR	10	0	10
VAC FROM DOJ	25	0	25
XCXC	9	0	9

Leave Parameter List

Start Year	End Year	No of days Per Year	Leave Accumulation
0	100	11	11

- If the leave types are not displayed for any employee then the 'Year End Process' should be done for that particular employee to get the leave types.

Leave Entry

> > Leave List

The fields marked with an Asterisk * are Mandatory

National ID * Browse

Employee Name SVEERA SSA

Years of Service 5.92 Years

Leave Type * --Select--

Max Leave 11 Days

Day(s) at a Time

From Date *

To Date *

Half Day ☐

Approved ☒

Leave Available List

Leave Parameter List

Start Year	End Year	No of days Per Year	Leave Accumulation
0	100	11	11

- While trying to assign Half day leave to any night shift employee the half day option button will be disabled.

Half Day Leaves are not allowed for the Night Shift Employees.

Module - Process

Attendance:

Access Mode: **Process**----- > **Attendance Process**

Objective: To Process the attendance of an employee on Weekly and Monthly basis

The fields marked with an Asterisk * are Mandatory

National ID *	<input type="text"/>	<input type="button" value="Browse"/>
Employee Name		
Year	<input type="text" value="2008"/>	
Month	<input type="text" value="July"/>	
Week	<input type="text" value="AllWeeks"/>	

(Select All Weeks Option For Process Month)

Month From *	<input type="text" value="30/06/2008"/>	MonthTo *	<input type="text" value="27/07/2008"/>	<input type="button" value="Fetch"/>
Week From *	<input type="text" value="30/06/2008"/>	WeekTo *	<input type="text" value="27/07/2008"/>	
No of Days	<input type="text" value="0"/>			
Opening Balance For Banking Hour	<input type="text" value="00:00"/>			

DAILY ATTENDANCE INFO :

WEEKLY ATTENDANCE INFO :

LEAVE INFO :

AbsentDays:

MONTHLY ATTENDANCE INFO : (Values will be displayed only in [All Weeks] Option selected)

Total Working Days	<input type="text" value="0"/>
Leave Days	<input type="text" value="0"/>
Paid Leaves	<input type="text" value="0"/>
Worked Hours	<input type="text" value="00:00"/>
Opening Balance For Banking Hour	<input type="text" value="00:00"/>
Bank Hours	<input type="text" value="00:00"/>
Total Ot Hours	<input type="text" value="00:00"/>

Input:

- **National ID:** Click the browse button to select the employee's National ID and name whose attendance to be processed as stated in Page no. 19 of this manual.
- **Employee Name:** On doing the above step system automatically fills in this field with the Surname and Employee name.
- **Year:** Select the year of attendance processing i.e., Current year from dropdown list (refer indication above)
- **Month:** Select the Month from the dropdown list for attendance processing.(refer indication above). The system by itself indicates whether the attendance for the month has been processed or not with a label besides the dropdown(refer indication fig (7))
- **Week:** Select the Week to be processed, if it is for whole month select **All Weeks**.(refer indication above) after selecting the week the details can be fetched even by clicking the "**FETCH**" button(refer indication in fig(7))
- On Selection of Month and week the system will load the page with the available attendance details of the selected employee (refer fig (7)).
- **No. of Days:** System displays the actual number of days the person has worked for the selected month.
- **Opening Balance for Banking Hour:** Opening Balance of previous month, if any.
- The Details of the Attendance is displayed below in different Sectors like "**Daily Attendance info**", "**Weekly Attendance Info**", "**Leave Info**", "**Absent Days**", "**Monthly Attendance Info**"

The fields marked with an Asterisk * are Mandatory

Rational ID: 201234567891 [Browse](#)

Employee Name: RAJAN NIMMI

Year: 2009

Month: Mar * Attendance for this Month not yet Processed.

Week: All Weeks Select All Weeks Option For Process Month

Month From: 29/04/2009 Month To: 29/05/2009

Week From: 29/04/2009 Week To: 29/05/2009

No of Days: 27

Opening Balance For Banking Hour: 00:00

[Fetch](#)

DAILY ATTENDANCE INFO :

S.No	Week	OT	Shifts	Attendance Date	ShiftIn	ShiftOut	In Time	Out Time	Break	Fixed	Worked	Bank	OT hrs	Rate
1			<input checked="" type="checkbox"/>	15/05/2009	09:30	16:00	10:00	19:00	1	05:29	08:59	-00:25	02:30	1.50
2			<input checked="" type="checkbox"/>	16/05/2009	09:30	16:00	10:00	19:00	1	05:29	08:59	-00:25	02:30	1.50
3			<input checked="" type="checkbox"/>	19/05/2009	09:30	16:00	10:00	19:00	1	05:29	08:59	-00:25	02:30	1.50

[Process](#)

WEEKLY ATTENDANCE INFO :

Week	Fixed	OT Limit	Worked	OT hrs	Bank
3	12:55	40:00	17:55	00:00	-00:50
4	05:29	40:00	08:59	00:00	-00:25

LEAVE INFO :

Leave Type	FROM DATE	TO DATE	Leave Days	Half Day	Paid Leave
CASUAL LEAVE	06-05-2009	08-05-2009	3	No	Yes

Absent Days:

- 06/05/2009
- 07/05/2009
- 08/05/2009
- 09/05/2009
- 10/05/2009
- 11/05/2009
- 12/05/2009
- 13/05/2009
- 14/05/2009
- 15/05/2009
- 16/05/2009
- 17/05/2009
- 18/05/2009
- 19/05/2009
- 20/05/2009
- 21/05/2009
- 22/05/2009
- 23/05/2009
- 24/05/2009

MONTHLY ATTENDANCE INFO : (Values will be displayed only in [All Weeks] Option selected)

Total Working Days: 3

Leave Days: 3

Paid Leaves: 3

Worked Hours: 24:57

Opening Balance For Banking Hour: 00:00

Bank Hours: -01:15

Total Of Hours: 00:00

[Save](#) [Cancel](#)

fig (7)

Daily Attendance Info:

- Displays the attendance details on daily basis like Attendance Date, Shift In Time, Shift Out Time, In Time, Out Time, Break, Fixed, Worked, Bank, OT Hrs and Rate.
- The **OT Eligible** Check box will be checked by default if the employee is eligible for OT (If OT Eligible has been checked for that employee in the employee entry page).
- **Fixed** - Actual hours of work of the employee based on his shift in a day excluding the break hours.
- **Worked** - Actual hours worked based on the employee's in-time and out-time clock in a day excluding the break hours.
- **Bank:** Early / Late Banking minutes based on the parameter set to the shift of the employee based on the Day setting (Normal working day, weekend, Saturday, Sunday, public holiday etc).
- OT Hours is the excess hour difference between Worked Hours – Actual hours – Banking.
- **Rate:** By default the system will display the first applicable OT.
- **The In-time and Out-time** boxes are editable. Based on the changes made the OT hours, bank, Worked hours will change.
- When the employee has availed a half a day leave the system will display the **Shift In** or **Shift Out** as **First Session End Time** or **Second Session Start time** based on the leave session. For e.g if the employee who is in General shift starting at 08.45 ending at 16.00 hours with the first session ending at 12.00 and Second session starting at 12.30, and has taken leave in the forenoon, his shift time for afternoon will be displayed as 12.30 – 16.00 hrs in the table.

- After making the necessary amendments if any in the Daily Attendance Info Click **“PROCESS”**
- This will change the **Weekly Attendance Info** table values based on the fed data.

Weekly Attendance Info:

- **Week:** Displays the week as 1, 2 or 3
- **Fixed:** Displays the total of actual work hours in a week for the shift of the selected employee.
- **OT Limit:** Displays the Maximum Hours to be covered in the week for OT Eligibility based on the details provided in **Year Settings sub module**.
- **Worked Hours:** Displays Actual hours worked by the employee in the specified week (sum of worked displayed in daily attendance info table).
- **OT Hours:** Displayed as 00:00 if Eligibility Criteria is not applicable (i.e the employee fails to complete 40 hours in the week), else it will display the sum of OT hours displayed in Daily attendance info table.
- **Bank:** Cumulative balance of the banked minutes displayed in the daily attendance info table.
- For Doing Weekly process select the respective week from the **“WEEK”** dropdown list.
- And then after making the necessary changes in the **“Daily attendance”** click **Process** for calculating automatically on a weekly basis.
- In this Weekly table Worked Hours, Bank, OT Hours are editable
- In case of any amendments in weekly attendance click **save** to store the changes in the database for the **selected week**.
- The Option **“All Weeks”** should be selected only for monthly process. On saving the changes under this option cannot be retrieved back, as this being a monthly process.

Leave Info:

- Displays the leave details of the employee availed during the month / week selected for processing.

- Provides information on Leave Type Name, No. of day leave has been availed, whether it is half a day and if it payable i.e paid leave along with date.

Absent Days:

- Attendance date when no information is available on the employee for the selected week or month.

Monthly Attendance Info:

- Values will be displayed only when the Option “All Weeks” is selected in the week dropdown.
- **Total Working Days:** Displays the total number of days the attendance available for the selected employee.
- **Leave Days:** Displays the number of days the employee has availed leave.
- **Paid Leaves:** Displays the number of days paid leaves availed.
- **Worked Hours:** Displays the Total hours worked by the employee in the month
- **Opening Balance for Banking Hour:** Opening balance of Banking of previous month if any will be displayed here.
- **Bank Hours:** Cumulative balance of Banking for the month being processed will be displayed here.
- **Total OT Hours:** Cumulative of OT Hours of the month being processed will be displayed here.
- Click **SAVE** after making the necessary amendments, if any. Once saved it is not possible to retrieve the processed month.

Output:

- Prompts a **SAVE MESSAGE** confirming the action performed.



- On clicking 'View', to see the multiple punch of the employee on a particular day the following pop-up window will be displayed.

National ID
 Employee Name **PRAVEEN KUMAR**
 Year
 Month *Attendance For this Month not yet Processed for 3 Weeks.
 Week (Select All Weeks Option For Process Month)
 Month From MonthTo
 Week From WeekTo
 No of Days **27**
 Opening Balance For Banking Hour

DAILY ATTENDANCE INFO :

Sl.No	Week	OTEligible	Attendance Date	ShiftIn	ShiftOut	InTime	OutTime	Break	Fixed	Worked	Bank	OTHrs	Rate	View
1.	<input type="text" value="1"/>	<input type="checkbox"/>	30/06/2009	08:45	16:00	08:45	12:00	30	06:45	02:45	-04:00	00:00	1.50	<input type="button" value="View"/> <input type="button" value="Delete"/>
2.	<input type="text" value="1"/>	<input type="checkbox"/>	01/07/2009	08:45	16:00	08:29	16:00	30	06:45	07:01	00:15	00:00	1.50	<input type="button" value="View"/> <input type="button" value="Delete"/>
3.	<input type="text" value="1"/>	<input type="checkbox"/>	02/07/2009	08:45	16:00	09:05	16:00	30	06:45	06:25	-00:20	00:00	1.50	<input type="button" value="View"/> <input type="button" value="Delete"/>
4.	<input type="text" value="1"/>	<input type="checkbox"/>	03/07/2009	08:45	16:00	08:15	16:00	30	06:45	07:15	00:15	00:00	1.50	<input type="button" value="View"/> <input type="button" value="Delete"/>
5.	<input type="text" value="2"/>	<input type="checkbox"/>	06/07/2009	08:45	16:00	16:30	16:30	30	06:45	00:00	-07:45	00:00	1.50	<input type="button" value="View"/> <input type="button" value="Delete"/>
6.	<input type="text" value="2"/>	<input type="checkbox"/>	08/07/2009	00:00	00:00	08:45	12:00	0	00:00	03:15	00:00	00:00	1.50	<input type="button" value="View"/> <input type="button" value="Delete"/>

- It will show all the multiple punches on that following day of an Employee and Mode of Entry like manual/Clocker or Seminar/Permission as follows:

Daily Attendance View - Mozilla Firefox

http://58.68.42.104/arms/attendance/AttendanceView.aspx?ATTENI

National ID : P7897897897899

Employee Name : PRAVEEN KUMAR

Ministry : MINISTRYS FOR TESTING

Department :

Division :

Section : NO SECTION FOR MINISTRIES TEST

Grade : ACCOUNTANCY

Class : ASSISTANT ENGINEER

Site : AIR MAURITIUS

Shift : OFFICER SHIFT

Attendance (Multiple Punch) : 30-JUN-2009
for the Date

Sl.No.	Time	Mode / Type
1	08:45	Manual
2	12:00	Manual

Done

Attendance Process for Flexi:

- The Attendance Processing for Flexi is similar to the Attendance Process of Shifts.
- The Flexi Attendance Processing will be denoted as below. (Refer the arrow indication).
- The Break Taken will be displayed during the Attendance Process for Flexi and if necessary, the record can be amended.
- If the employee has taken any Leave then the Leave Taken in Minutes will be displayed during the Attendance Process for Flexi.

Attendance Process

The fields marked with an Asterisk * are Mandatory

National ID * K789438787334 **Browse**

Employee Name NIGHT FLEXI TEST

Year 2009

Month November * Attendance For this Month not yet Processed.

Week All Weeks

(Select All Weeks Option For Process Month)

Month From 26/10/2009 Month To 29/11/2009 **Fetch**

Week From 26/10/2009 Week To 29/11/2009

No of Days 34

Opening Balance For Banking Hour 00:00

DAILY ATTENDANCE INFO

Sl.No	Week	Shift/Flexi	OT/Eligible	Attendance Date	Shift In	Shift Out	In Time	Out Time	Break	Break Taken	Fixed	Leave (PM)	Worked	Bank	OT Hrs	View	Delete
1.	2	Flexi		02/11/2009	18:00	28:00	17:00	26:30	45	45	06:45	0	07:45	01:00	00:00	View	Delete
2.	2	Flexi		03/11/2009	18:00	28:00	18:30	29:30	45	45	06:45	0	10:15	02:30	00:00	View	Delete
3.	2	Flexi		05/11/2009	18:00	28:00	17:30	21:00	45	45	06:45	0	02:15	04:15	00:00	View	Delete

Year end Process:

Access Mode: **Process**----- > **Yearend**

Objective: To perform employee wise Year end Processing of Leaves.

The fields marked with an Asterisk * are Mandatory

National ID * 201234567891: **Browse** Step 1

Employee Name RAJAN NIMMI

Ministry Name AMMU MINISTRY

Date Of Joining 01/04/2002

Date Of Confirmation 28/04/2008

From Year 2008 Step 2 To Year 2009 Step 3 **Process** Step 4

Input:

- Select the employee by clicking the **browse** and follow the steps in page 21 of this manual for selection. On selection the details like Employee Name, Ministry Name, Date of Joining and Date of Confirmation are displayed automatically by the system.
- **From Year:** Select the year from the dropdown list i.e current year which needs to be processed.
- **To Year:** Select the year from the dropdown list i.e next year to which the leaves need to be carry forwarded.
- Click "**PROCESS**".
- The screen will be displayed as below with all the leaves that have been set as carry forwarded with the parameter details being displayed beside for user to verify the values.
- If the Carry forward + next year eligible is > Max.accumulation the system displays appropriate validation messages for the user to do the necessary amendments.

There are some invalid input(s) in this Form,
Kindly Review and Rectify.

- Carry forward + next year eligible must be <= maximum accumulation
- Carry forward + next year eligible must be <= maximum accumulation
- Carry forward must be <= Accumulation / year
- Carry forward + next year eligible must be <= maximum accumulation

The fields marked with an Asterisk * are Mandatory

National ID: 014388976624 [Browse](#)

Employee Name: SUNDARARAMAN DEEPA

Ministry Name: PATHINETTU MINISTRY

Date Of Joining: 12/10/2000

Date Of Confirmation: 14/12/2002

From Year: 2009 To Year: 2009 [Process](#)

Leave Name	Eligible Days	Leave Taken	Balance Days	Carry Forward	Next Year Eligible Days	Carry forward + next year eligible	Leave / Year	Accumulation / Year	Max. Accumulation
SAMPLE 5	0	0	0	0	15	15	10	9	10
OCCATION	0	0	0	2	12	14	15	14	10
ARASJ CREATED LEAVE	0	0	0	100	20	20	30	20	100

Leave for Current Year

Leave Name	Eligible Days	Leave Taken	Available Days
TEST FOR PAID LEAVE	2	0	2
TEST LEAVE	3	0	3
ARMS LEAVE TYPE	15	5	10
NEW LEAVE	16	0	16
TEST FOR DUPLICATION	10	0	10
MATERNITY LEAVE	90	0	90
TOUR	10	0	10
FESTIVAL LEAVE	1	0	1
TEST	2	0	2
ARASJ CREATED LEAVE	22	0	22
ARAS ARAS ARAS	22	5.50	16.50
TESTING YEAR END PROCESS	10	0	10
test for process	15	0	15
CASUAL LEAVE	12	0	12
SICK LEAVE	12	0	12
TOUR ONE	15	0	15
INDUSTRY LEAVE	14	0	14
SOMMER HOLIDAYS	12	0	12
WEEK	20	0	20
MEDICAL LEAVE	20	0	20
FDG	20	0	20
TEST LEAVE	10	0	10

[Save](#) [Cancel](#)

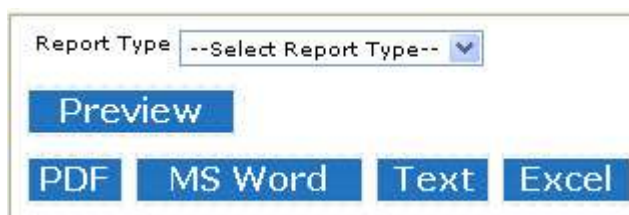
- The Grid displays the **Leave Name**, **Leave Taken**, **Balance Days** of Current year and Balance days of current year will be displayed in the **Carry forward** Column which is editable and **Next Year Eligible Days** will show the leave per year set in the Leave type.
- **Leave Year**, **Accumulation / Year** and **Max. Accumulation** displayed is based on the parameter set for the leave type for the service period of the employee.
- User to check the criteria's and after making necessary amendments, if any then Click **SAVE**.
- On clicking save the system prompts the relevant message confirming the process.

7.0 GENERATING & PRINTING REPORTS:

Access Mode: **Module - Reports**

Objective: Generation of reports for Statistical analysis, comparative study and verifying records.

On clicking the **REPORTS** menu the home page navigates to the below page:



Report Type --Select Report Type--

Preview

PDF MS Word Text Excel

It has 4 Menu's and Each Menu has sub menu's which have been already listed in the Preliminary pages of USER MANUAL for easy reference (refer page no. 7- 8).

Common ways of generating a report:

Select the Menu to list the sub menu



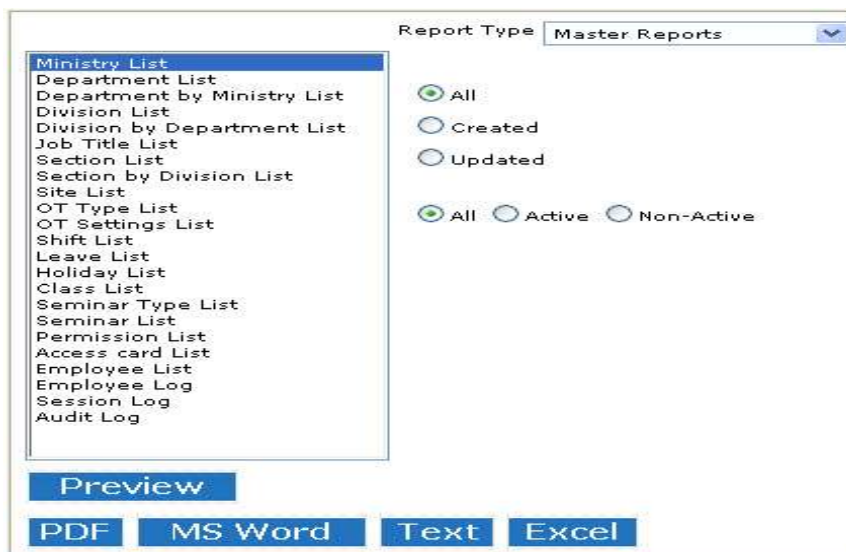
Report Type --Select Report Type--

Preview

PDF Excel

- Select Report Type--
- Master Reports
- Transaction Reports
- Advanced Reports
- Charts

Click Master / Transaction / Advanced / Charts Reports to view list of reports that can be generated in it:



Report Type Master Reports

Ministry List
Department List
Department by Ministry List
Division List
Division by Department List
Job Title List
Section List
Section by Division List
Site List
OT Type List
OT Settings List
Shift List
Leave List
Holiday List
Class List
Seminar Type List
Seminar List
Permission List
Access card List
Employee List
Employee Log
Session Log
Audit Log

Preview

PDF MS Word Text Excel

☒ All
☐ Created
☐ Updated

☒ All ☐ Active ☐ Non-Active

On selecting **CREATED** or **UPDATED** option, the system displays the Date Operator to select the date range and the Date for filtering the records

Ministry List

Department List

Department by Ministry List

Division List

Division by Department List

Job Title List

Section List

Section by Division List

Site List

OT Type List

OT Settings List

Shift List

Leave List

Holiday List

Class List

Seminar Type List

Seminar List

Permission List

Access card List

Employee List

Employee Log

Session Log

Audit Log

Report TypeMaster Reports

Date--Select--

All

Created

Updated

All

Active

Non-Active

Preview

PDF

MS Word

Text

Excel

Ministry List

Department List

Department by Ministry List

Division List

Division by Department List

Job Title List

Section List

Section by Division List

Site List

OT Type List

OT Settings List

Shift List

Leave List

Holiday List

Class List

Seminar Type List

Seminar List

Permission List

Access card List

Employee List

Employee Log

Session Log

Audit Log

Report TypeMaster Reports

DateBetween

From Date

To Date

All

Created

Updated

All

Active

Non-Active

Preview

PDF

MS Word

Text

Excel

Report Type: Transaction Reports

Ministry: --All--

Department: --All--

Division: --All--

Section: --All--

Job Title: --All--

Shift: --All--

Site: --All--

From: ☐ To: ☐ From-To: ☒

Date: Between From To

Employee:

- Option for selecting employees is provided in the Transaction Reports, select the employee by clicking on the browse (refer page no. 19 of this manual) to generate employee wise detailed reports.

Report Type: Advanced Reports

Ministry: --All--

Department: --All--

Division: --All--

Section: --All--

Job Title: --All--

Shift: --All--

Site: --All--

Date: Greater Than From

☒ Shift Time ☐ Employee Time ☐ Time Difference

Time: Greater Than 00:00 HH:MM

Employee:

- In Advanced Reports to facilitate more options for selecting time frame to generate reports is also available as displayed above.
- Filtering the reports based on Ministry, Department, Division, Section, Job Title, Shift, Site are added features to generate reports on various criteria.

The screenshot displays a web-based report generation interface. On the left, a list of report types is shown, with 'Late Arrival Chart' selected. To the right, there are filters for 'Date' (set to 'Greater Than') and 'Ministry' (set to '--All--'). Below these filters is a 'Preview' button and four export format buttons: 'PDF', 'MS Word', 'Text', and 'Excel'. Red arrows point to the 'Late Arrival Chart' selection, the 'Date' filter, the 'Ministry' filter, and the 'Preview' button.

- After selecting the option for generating report click **PREVIEW** to view the report or it can be exported to **PDF** (or) **Word** (or) **Excel** (or) **Text** format to make print out.
- Even from the preview window the user has options to export on the said formats and to view the page by page the generated report.

Application Settings:

- This Application Settings is used to set the Early Arrival/Departure and Late Arrival/Departure Starting Minutes and Ending Minutes.
- The reports for these Early Arrival/Departure and Late Arrival/Departure will be displayed as per the parameters set in this page.

Early arrival			
Starting Minutes (MM)	<input type="text" value="15"/>	End Minutes (MM)	<input type="text" value="15"/>
Early Departure			
Starting Minutes (MM)	<input type="text" value="15"/>	End Minutes (MM)	<input type="text" value="15"/>
Late arrival			
Starting Minutes (MM)	<input type="text" value="15"/>	End Minutes (MM)	<input type="text" value="15"/>
Late Departure			
Starting Minutes (MM)	<input type="text" value="15"/>	End Minutes (MM)	<input type="text" value="15"/>
			<input type="button" value="Save"/>